PREMIERSHIP RUGBY

views™

USER GUIDE

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VIEWS ONLINE REPORTING SYSTEM
USER MANUAL FOR COACHES

Please note this is a basic guide and it is a working document and the content will be updated as we develop the system.

TRAINING VIDEOS

There are series of online videos and a support manual to help answer your questions and queries about Views. You can access the manual by going to http://www.views.coop/support there are videos on here which tell you how to do questionnaires, media, reports etc. which are not covered in this guide.

ABOUT VIEWS

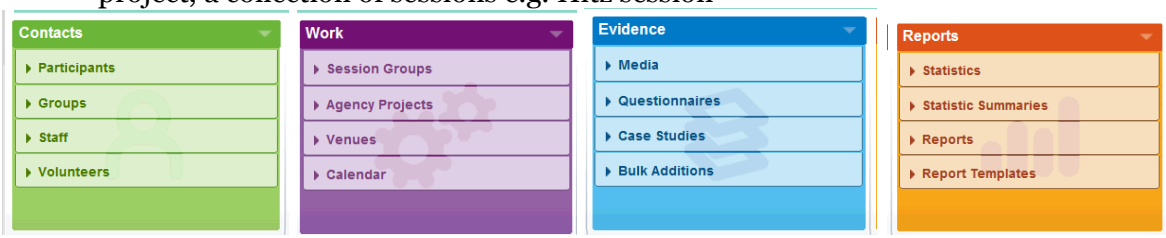
The Views system is an online project reporting tool that is used by Premiership Rugby to collect and collate information on participants and groups it works with. Views is able to record personal information on each participant attending a session. It can also record participant's weekly attendances etc.

It is this information that Premiership Rugby has a responsibility to collect to feed in statistics to project funders. As a coach working directly with participants it is your responsibility to complete the necessary administration on the system to ensure your records are up to date.
The Views system automatically collates data to then be exported into reports etc. This user manual has been written to help guide you through the features of the system and how to use it most efficiently and effectively.
If you are unsure of how to maintain your section of the system, please first consult this guide. Alternatively, please contact Sophie Hartley shartley@premiershiprugby.com 02088317907/07792251350 or Helen Clayton – hclayton@premiershiprugby.com

NAVIGATING VIEWS

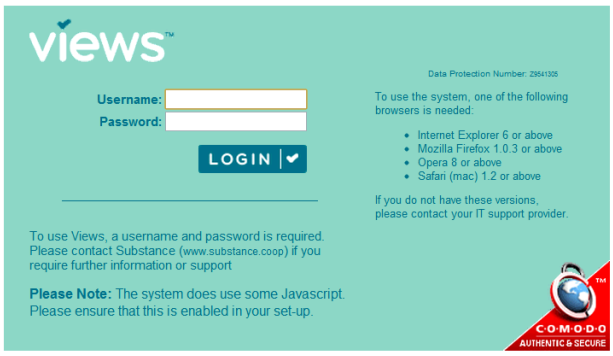
The Views system is broken down into 4 key sections. Each section has a sub menu to it. These are as follows:

- Contacts – this is the section to record details of participants, groups, staff and volunteers that are involved in projects
- Work – this is the section to records details of individual projects, sessions and venues within projects
- Evidence – this is the section to upload evidence that supports the success of the projects delivered such as photos, videos, questionnaires and case studies
- Reports – this is the section that pulls the data and evidence from the other 3 sections to create reports. Reports can be filtered to show data for individual sessions, a whole project, a collection of sessions e.g. Hitz session

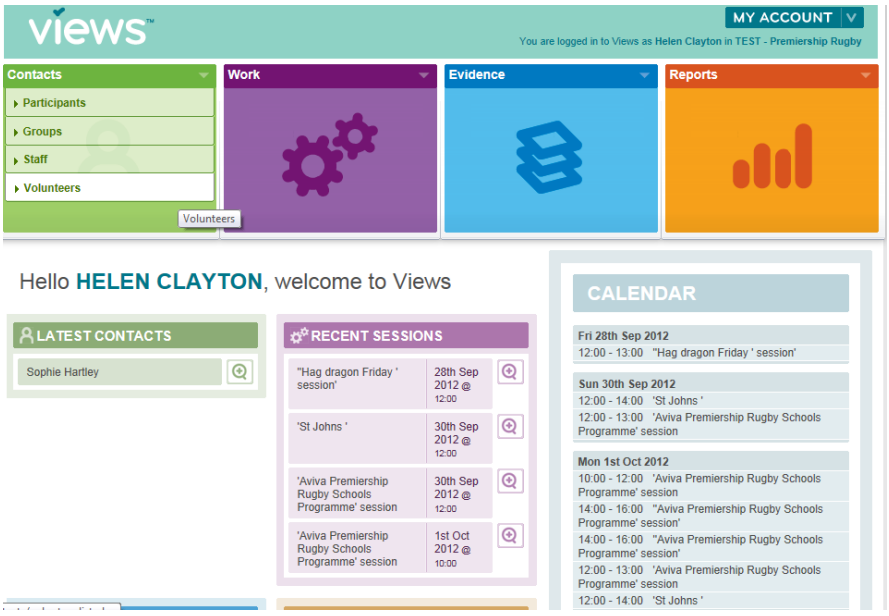


LOGGING INTO VIEWS

1. Go to https://app.views.coop
2. You will be prompted with this screen:


views
Username:
Password:
LOGIN
Data Protection Number: Z9541305
To use the system, one of the following browsers is needed:
Internet Explorer 6 or above
Mozilla Firefox 1.0.3 or above
Opera 8 or above
Safari (mac) 1.2 or above
If you do not have these versions, please contact your IT support provider.
To use Views, a username and password is required. Please contact Substance (www.substance.coop) if you require further information or support
Please Note: The system does use some Javascript. Please ensure that this is enabled in your set-up.
COMODO
AUTHENTIC & SECURE

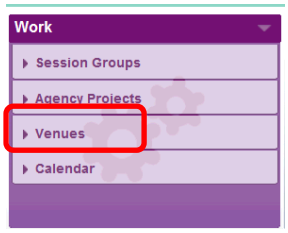
3. Complete the username and password field (as supplied by your Community Manger/Admin user)
4. Click log in
5. You will be promoted to this home screen


views
MY ACCOUNT
You are logged in to Views as Helen Clayton in TEST - Premiership Rugby
Contacts
Participants
Groups
Staff
Volunteers
Work
Evidence
Reports
Hello HELEN CLAYTON, welcome to Views
LATEST CONTACTS
Sophie Hartley
RECENT SESSIONS
"Hag dragon Friday ' session' 28th Sep 2012 @ 12:00
'St Johns ' 30th Sep 2012 @ 12:00
'Aviva Premiership Rugby Schools Programme' session 30th Sep 2012 @ 12:00
'Aviva Premiership Rugby Schools Programme' session 1st Oct 2012 @ 10:00
CALENDAR
Fri 28th Sep 2012
12:00 - 13:00 "Hag dragon Friday ' session'
Sun 30th Sep 2012
12:00 - 14:00 'St Johns '
12:00 - 13:00 'Aviva Premiership Rugby Schools Programme' session
Mon 1st Oct 2012
10:00 - 12:00 'Aviva Premiership Rugby Schools Programme' session
14:00 - 16:00 "Aviva Premiership Rugby Schools Programme' session'
14:00 - 16:00 "Aviva Premiership Rugby Schools Programme' session'
12:00 - 13:00 'Aviva Premiership Rugby Schools Programme' session
12:00 - 14:00 'St Johns '

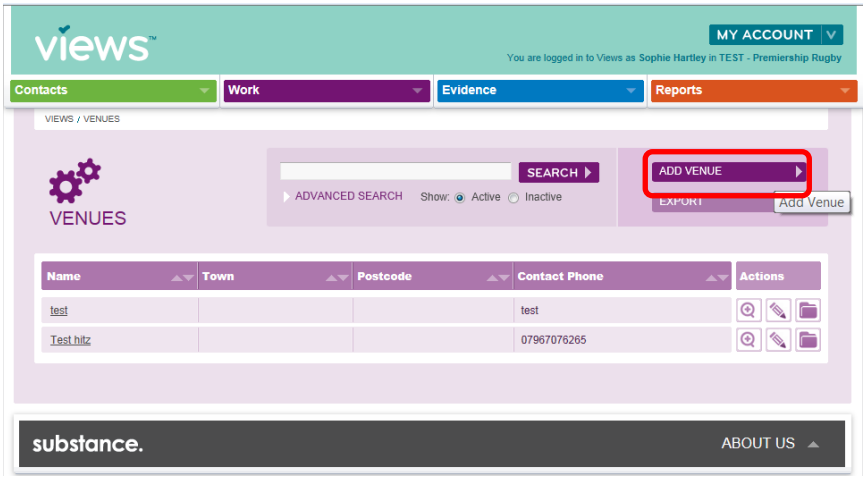
6. Use the colour coded menus to navigate which part of the system you wish to go to

CREATING A VENUE (YOU ALWAYS NEED TO DO THIS BEFORE YOU ADD ANY SESSION/EVENT)

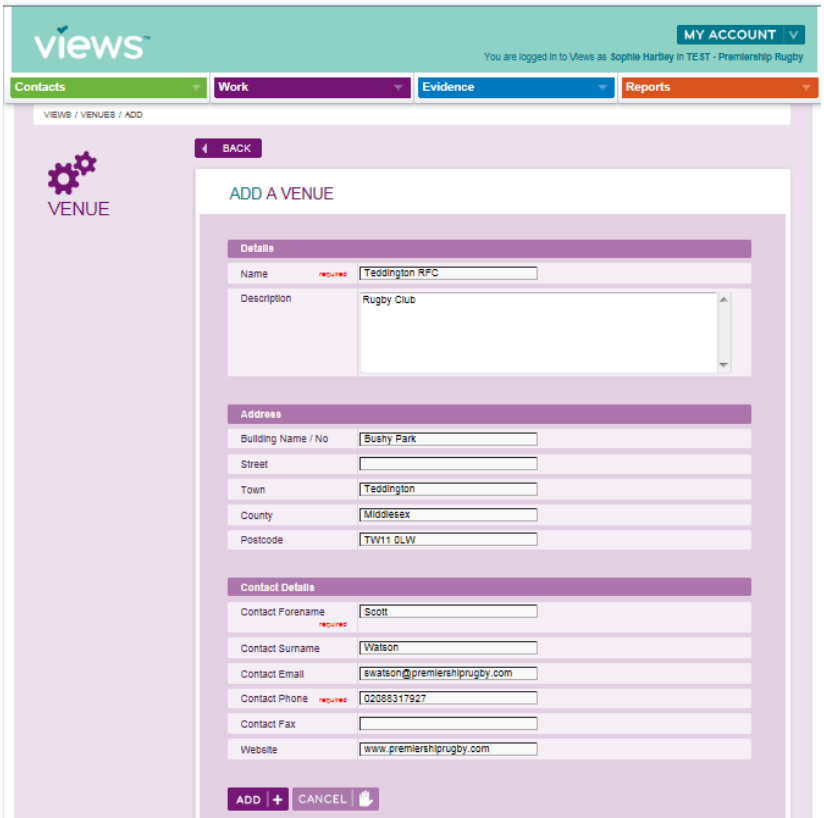
1. Hover over the contacts menu and click participants



2. This screen will appear:-
   Click on the Add Venue button



3. This screen will appear:-
4. Click on Add+



All information must be filled in this section, it is essential you add in the email address so surveys can be completed. Please put in the description - Rugby Club, Primary School etc.

SECTION A

For the following programmes- Follow section A

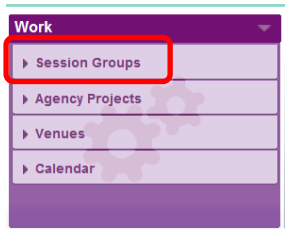
- Aviva Premiership Schools programme
- JP Morgan Asset Management
- Landrover Premiership Rugby Cup
- Tackling numbers in partnership with MBNA
- Try Rugby Brazil
- Other club programmes which are just counting particpant numbers

For the following programmes- Follow Section B

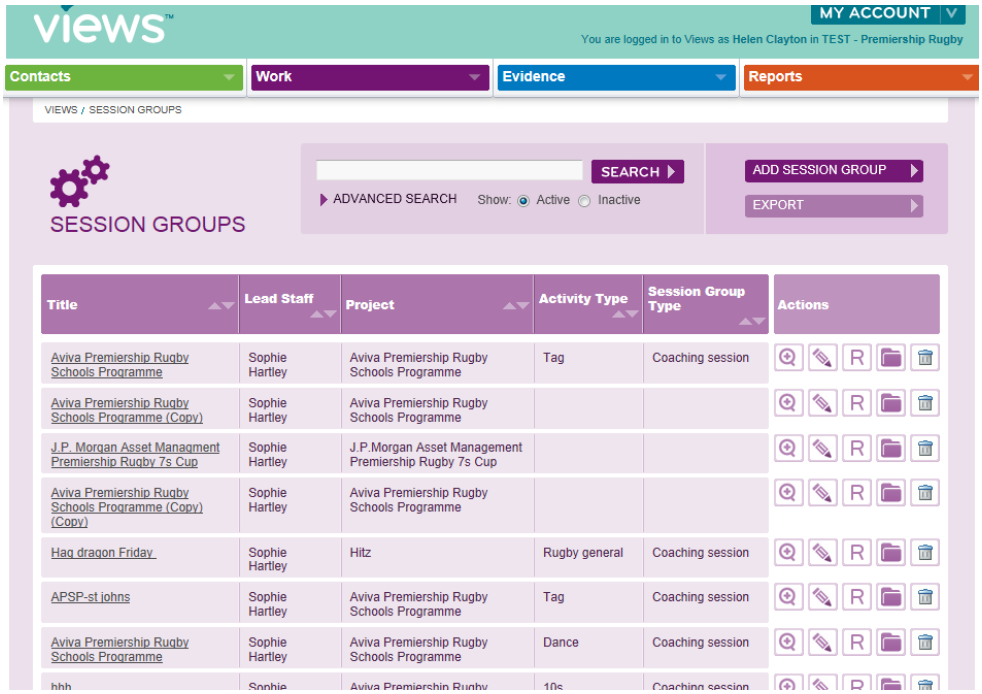
- Hitz
- Get Started
- Or other programmes where you want to record individuals progress

SECTION A

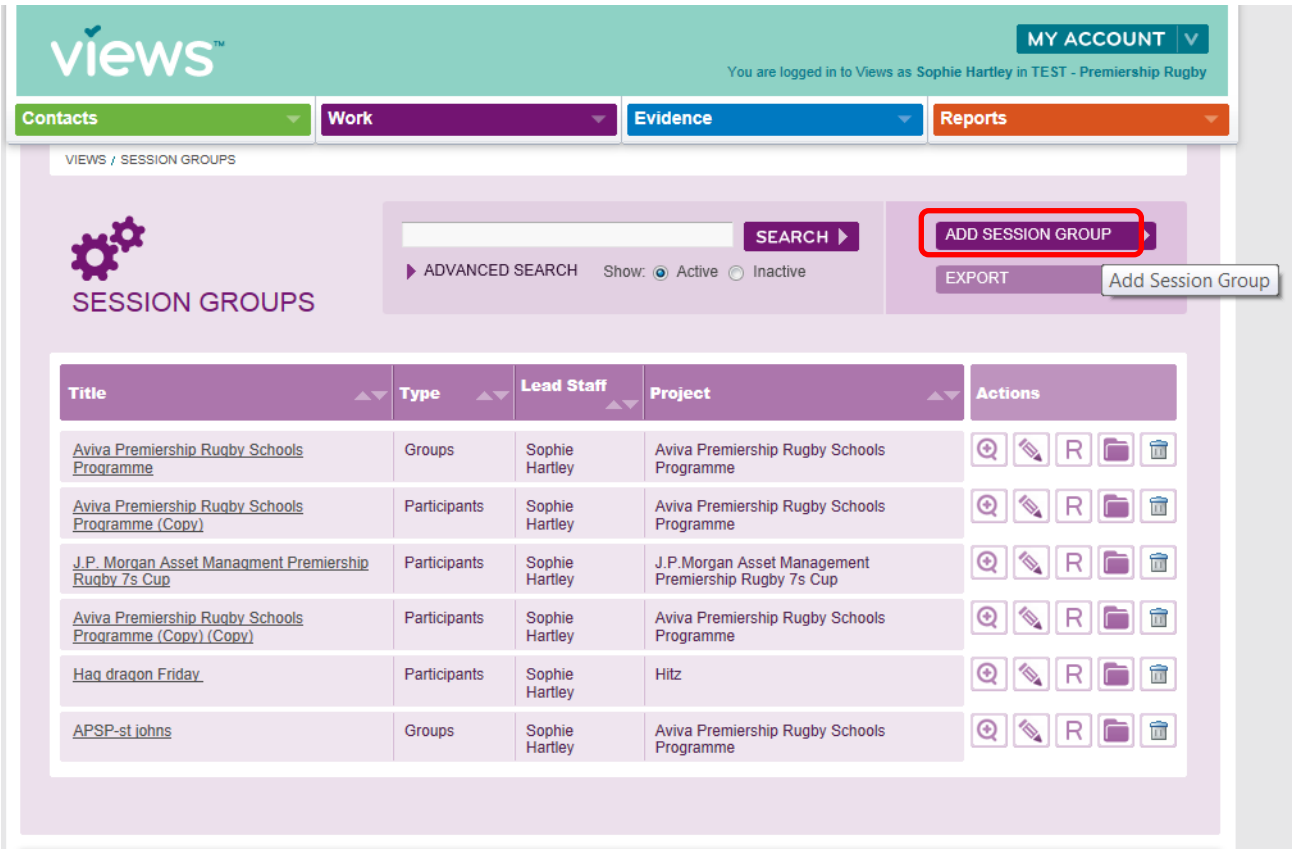
1. Hover over the contacts menu and click session groups



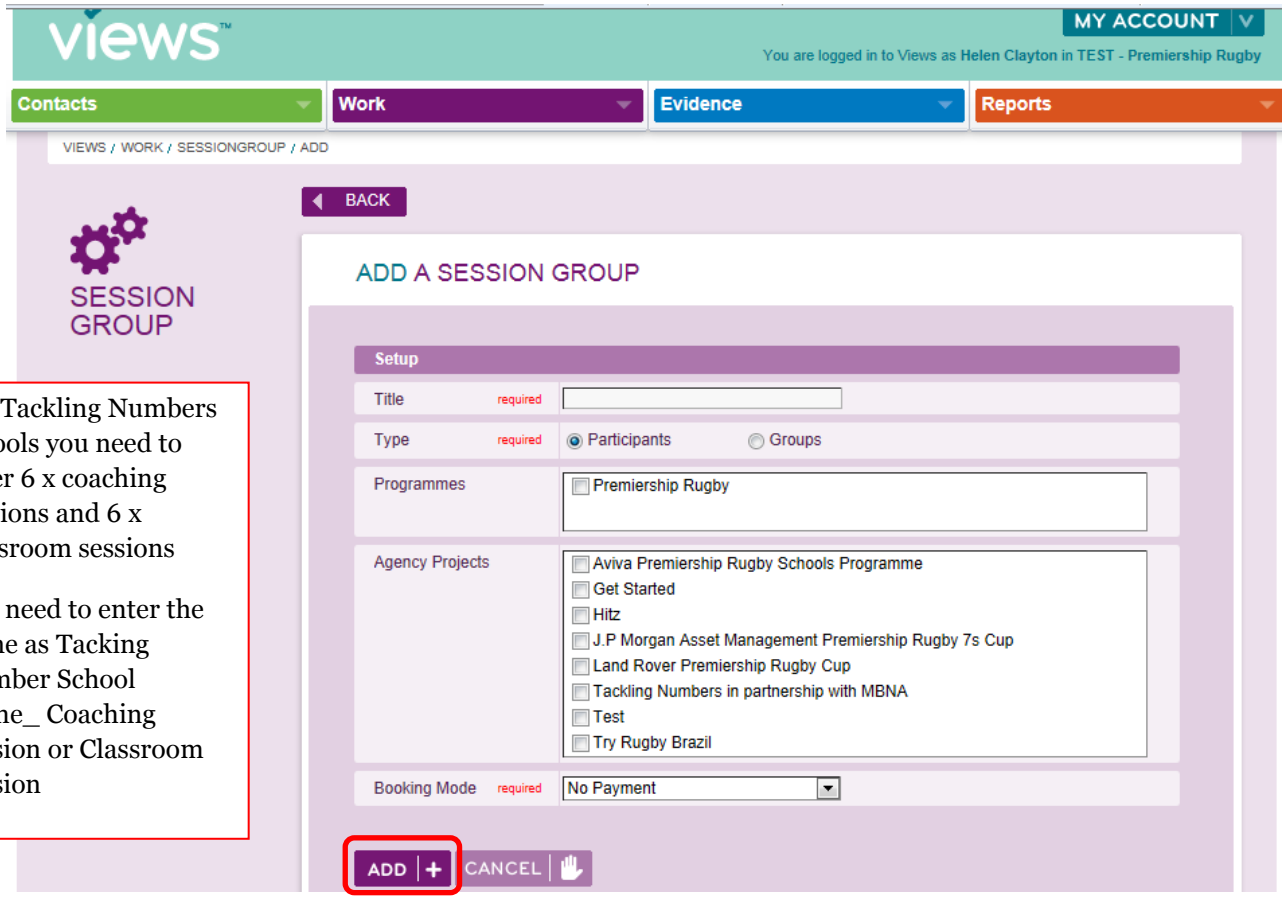
2. This screen will appear



3. Please click on add session group



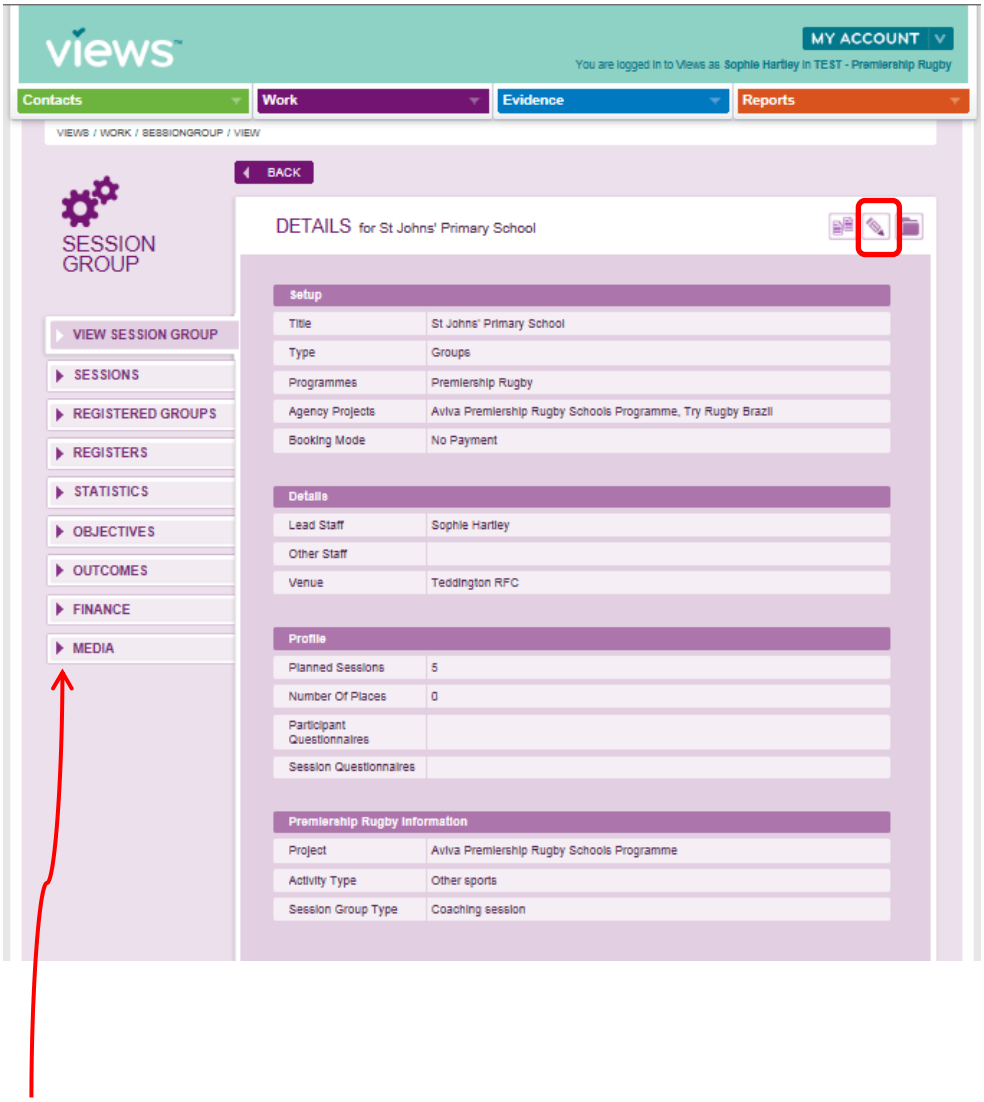
4. Please fill out all the sections below;
5. Fill out all sections – for Title complete the programme name and the venue eg. Aviva Prem Schools – St Johns
6. Click Group in Type and the revelent agency project
7. Premiership Rugby box needs to be ticked
8. Click Add +



For Tackling Numbers schools you need to enter 6 x coaching sessions and 6 x classroom sessions

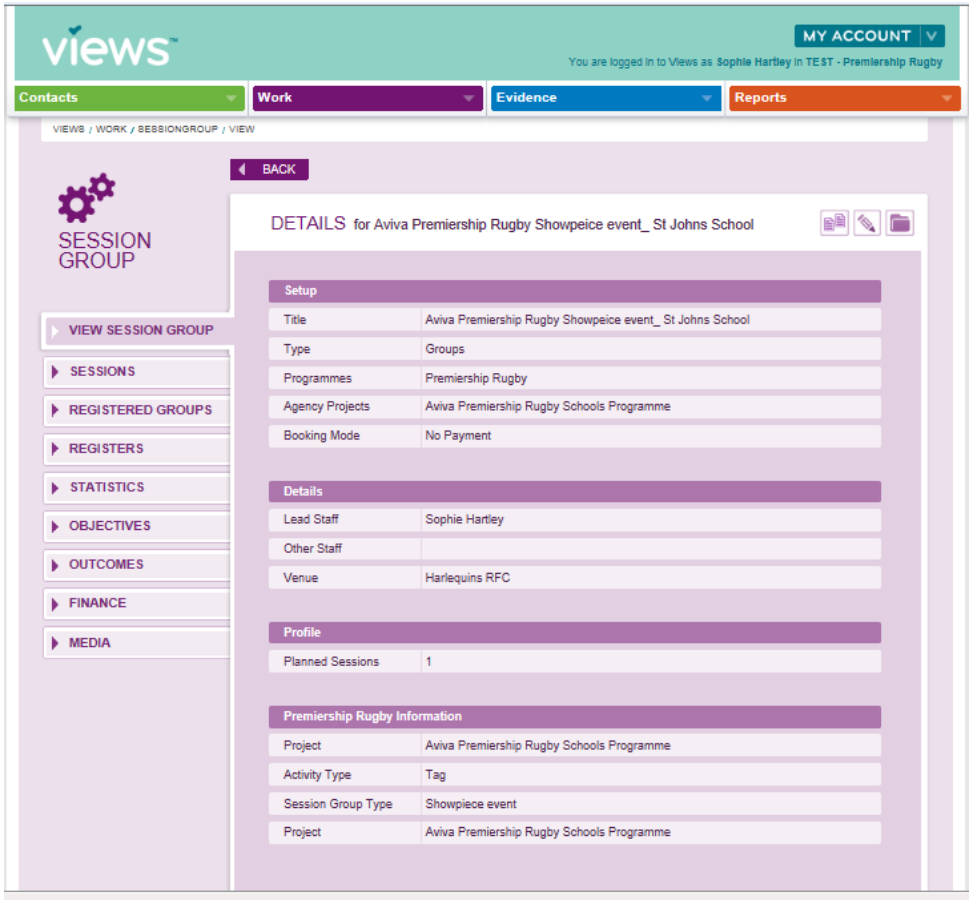
You need to enter the name as Tacking Number School Name_ Coaching Session or Classroom Session

9. Once clicked add please check all details are correct and click on session groups, if not correct click on the pencil symbol to change

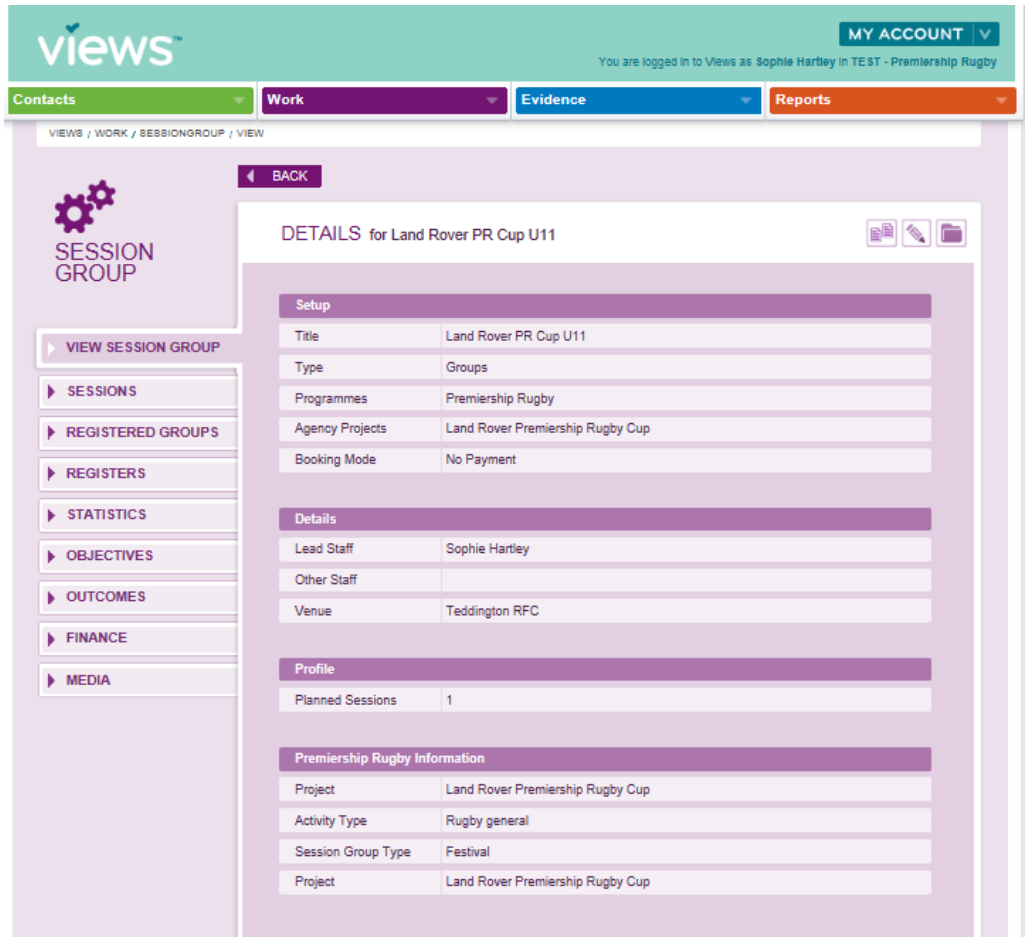


Please note you can add media files, pictures, press releases, film etc. via the media section associated to this session

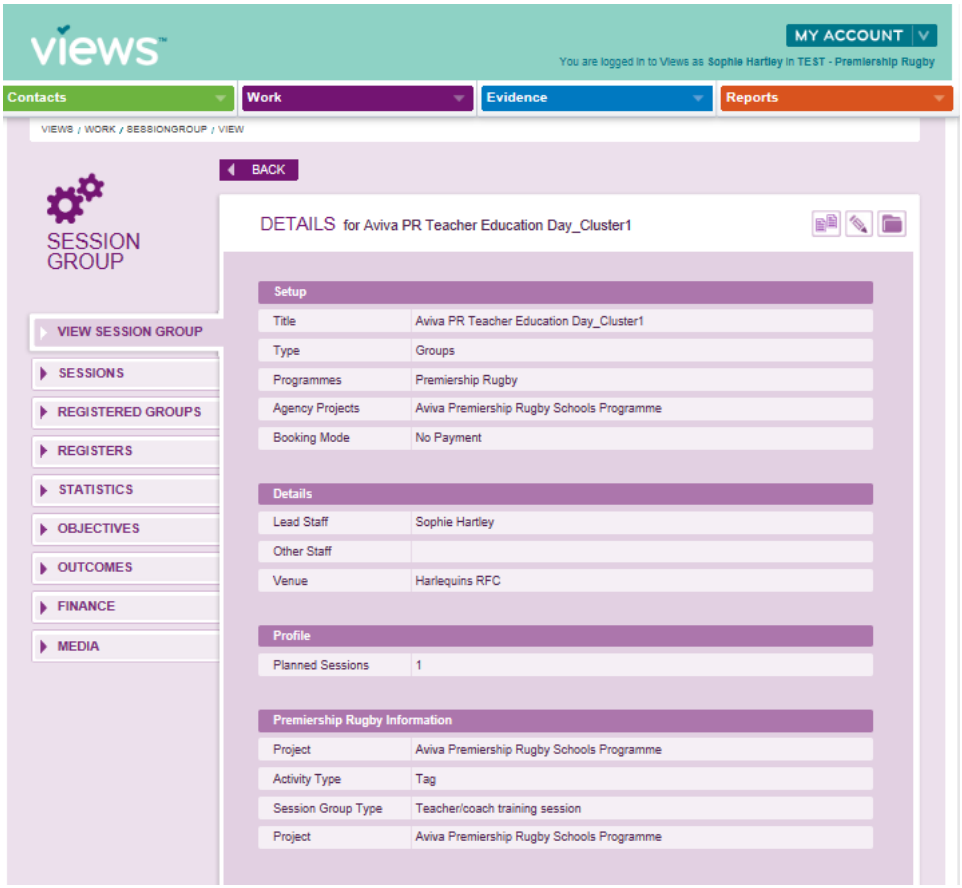
Example Showpeice event Session



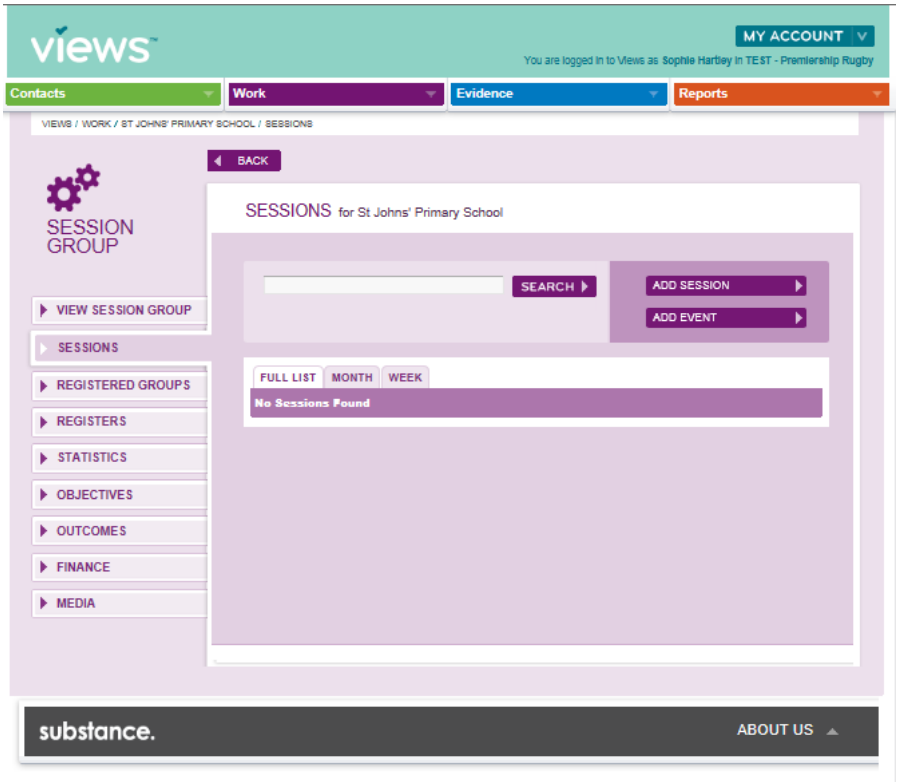
Example Festival Event



Example Teacher Education Day

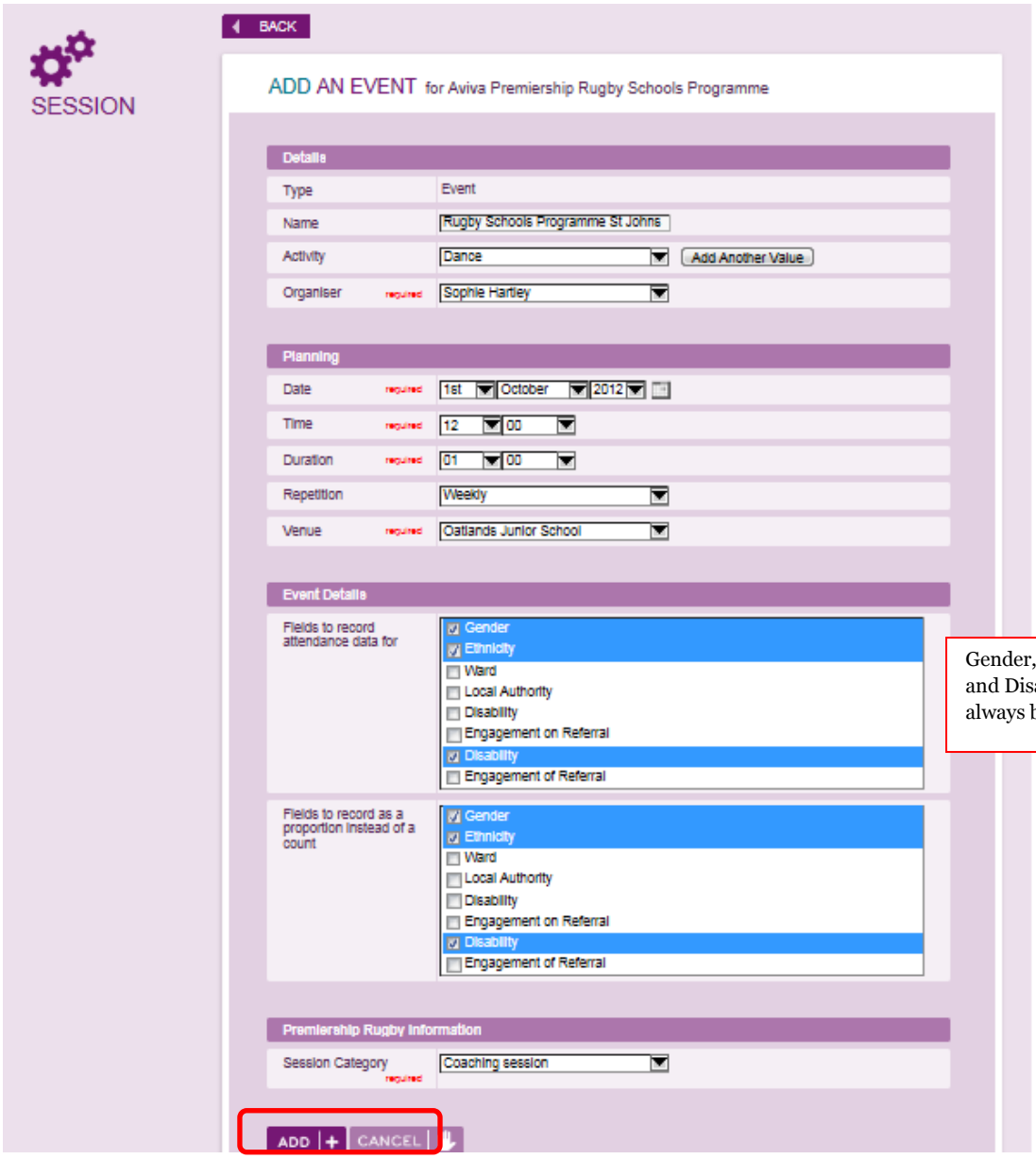


1. Click on session and add an event, this is for all programme which are head counting i.e. Aviva or Tackling numbers, showpiece event, festival etc.



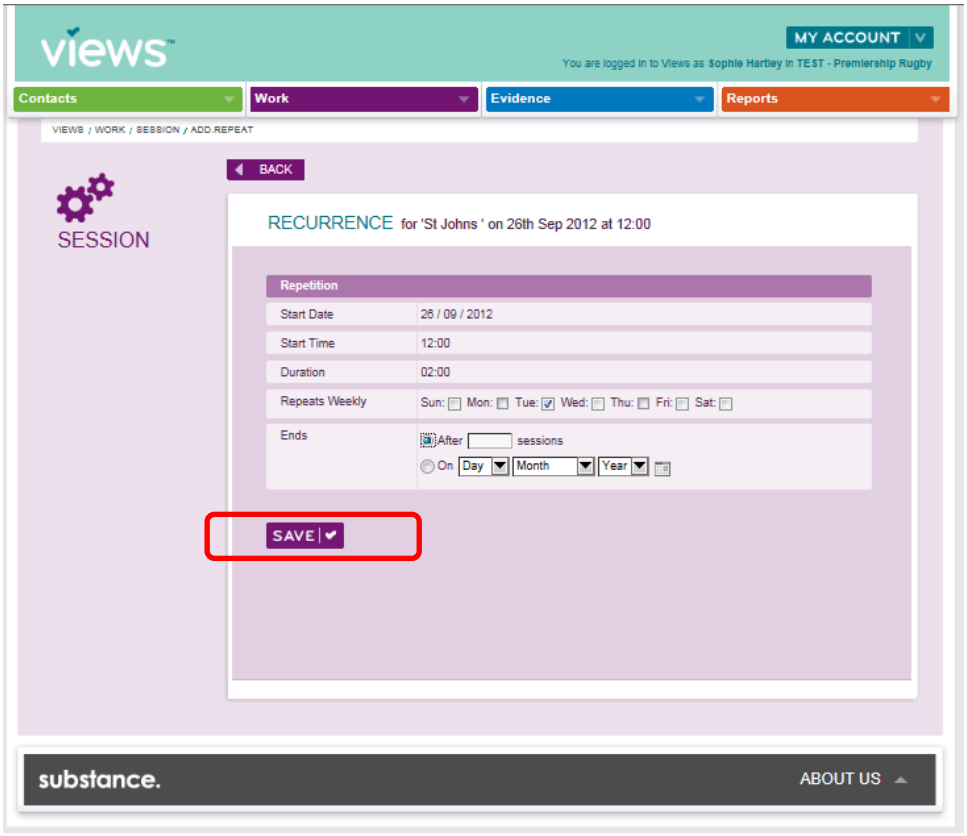
Please note that you will need to add mascot /player visits as separate events

2. Please enter all information required and click add when completed



Gender, Ethnicity and Disability must always be recorded

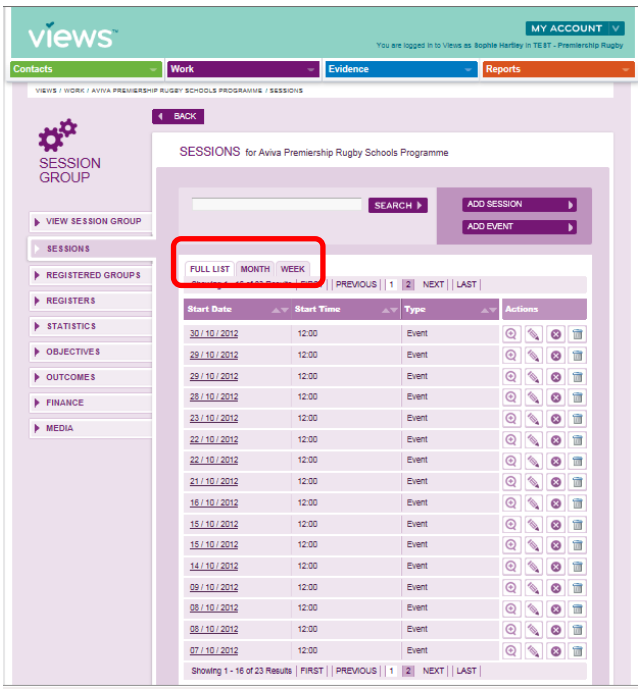
13. Check all dates are correct and enter weekly repetition if relevant and number of session/end date and click save

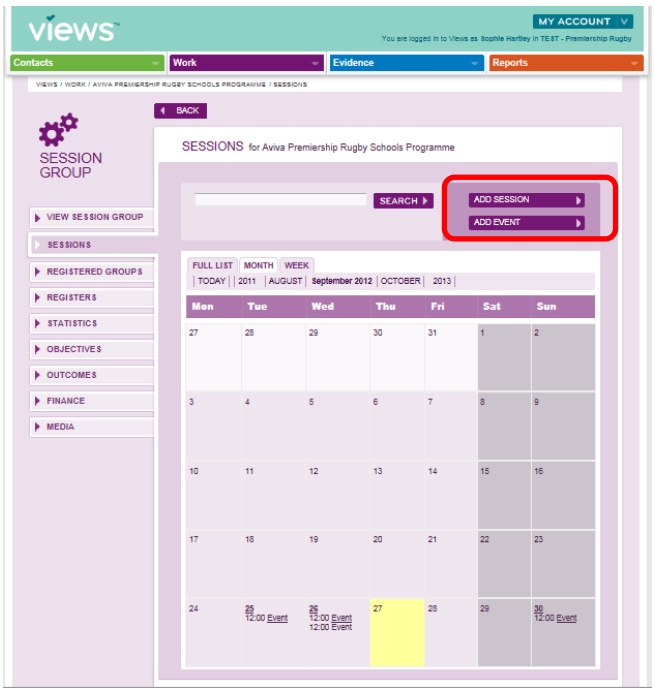


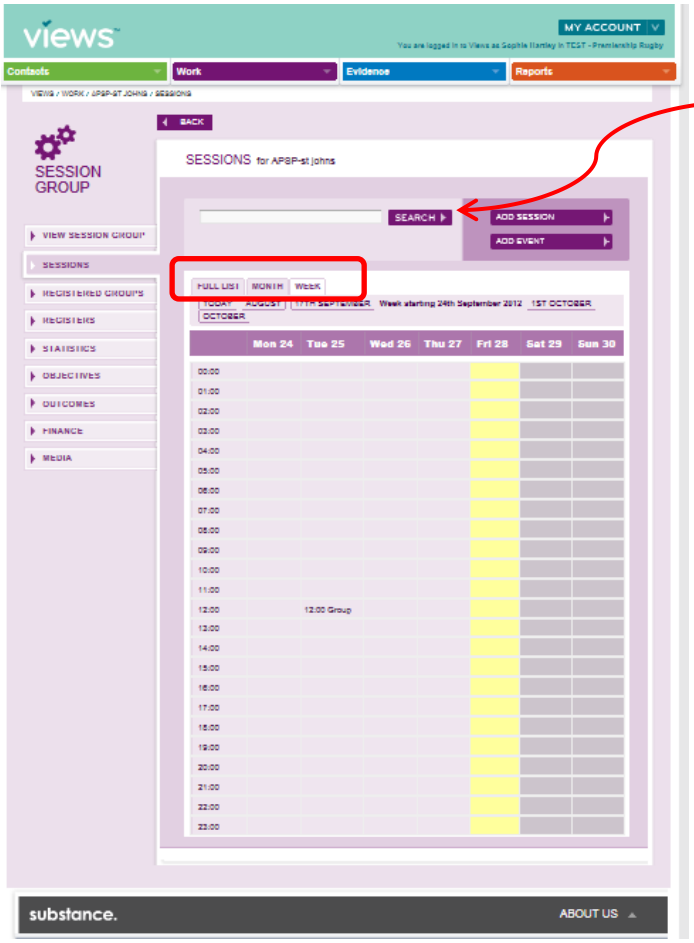
14. Check all dates are correct, change if you see any mistakes then click confirm

views
MY ACCOUNT
You are logged in to Views as Sophie Hartley in TEST - Premiership Rugby
Contacts
Work
Evidence
Reports
VIEWS / WORK / SESSION / ADD.REPEAT
BACK
SESSION
RECURRENCE for 'St Johns ' on 26th Sep 2012 at 12:00
You are about to create a session on every Tuesday for 5 sessions
You can edit your selection below:
Sessions
2nd Oct 2012 (Tue)
9th Oct 2012 (Tue)
16th Oct 2012 (Tue)
23rd Oct 2012 (Tue)
30th Oct 2012 (Tue)
CONFIRM
CHANGE
CANCEL
substance.
ABOUT US

15. You will return to the below page which you can change the view of click the Full List, Month or Week View

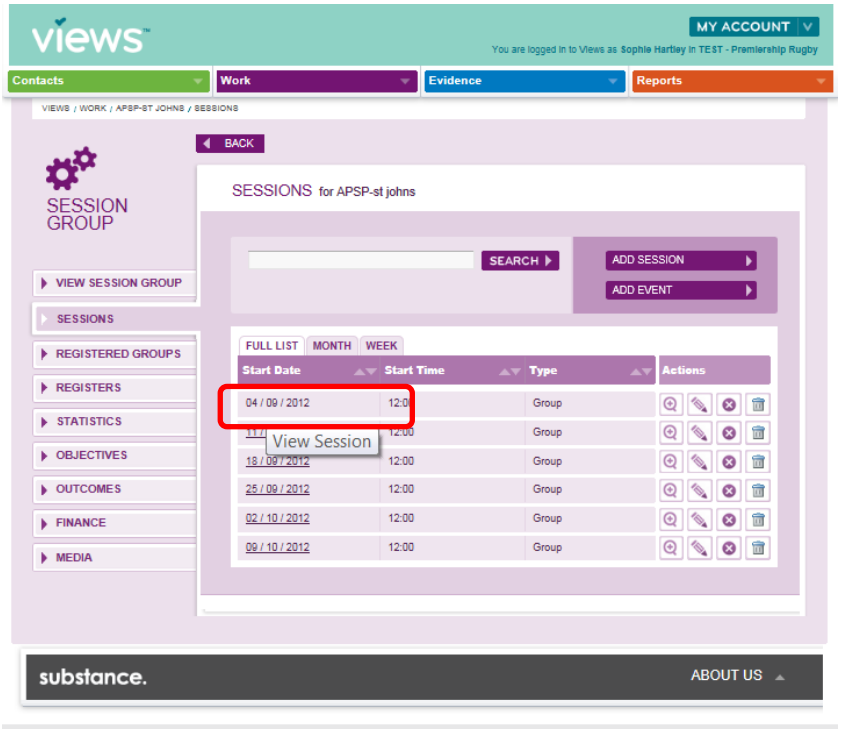




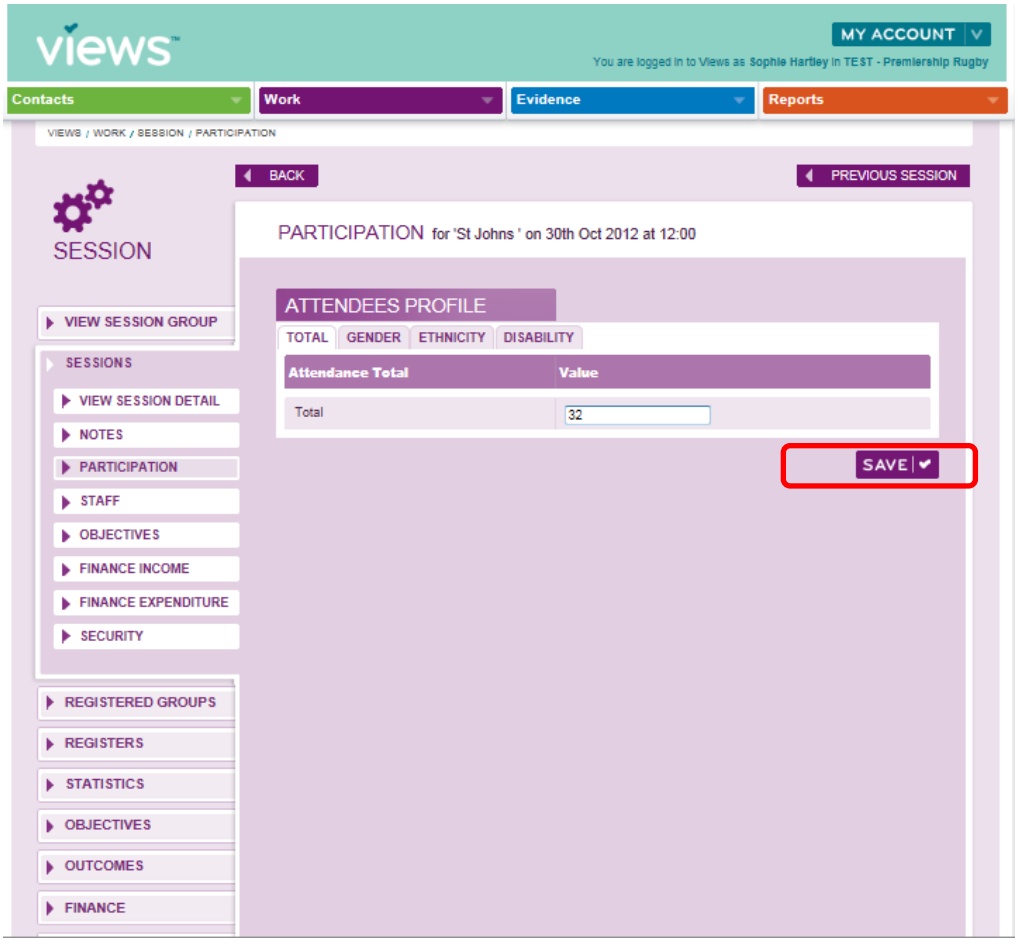


You can search for your session using the Search bar *Please note it is essential that you label your session correctly i.e. Aviva Premiership Rugby Schools Programme- St John's

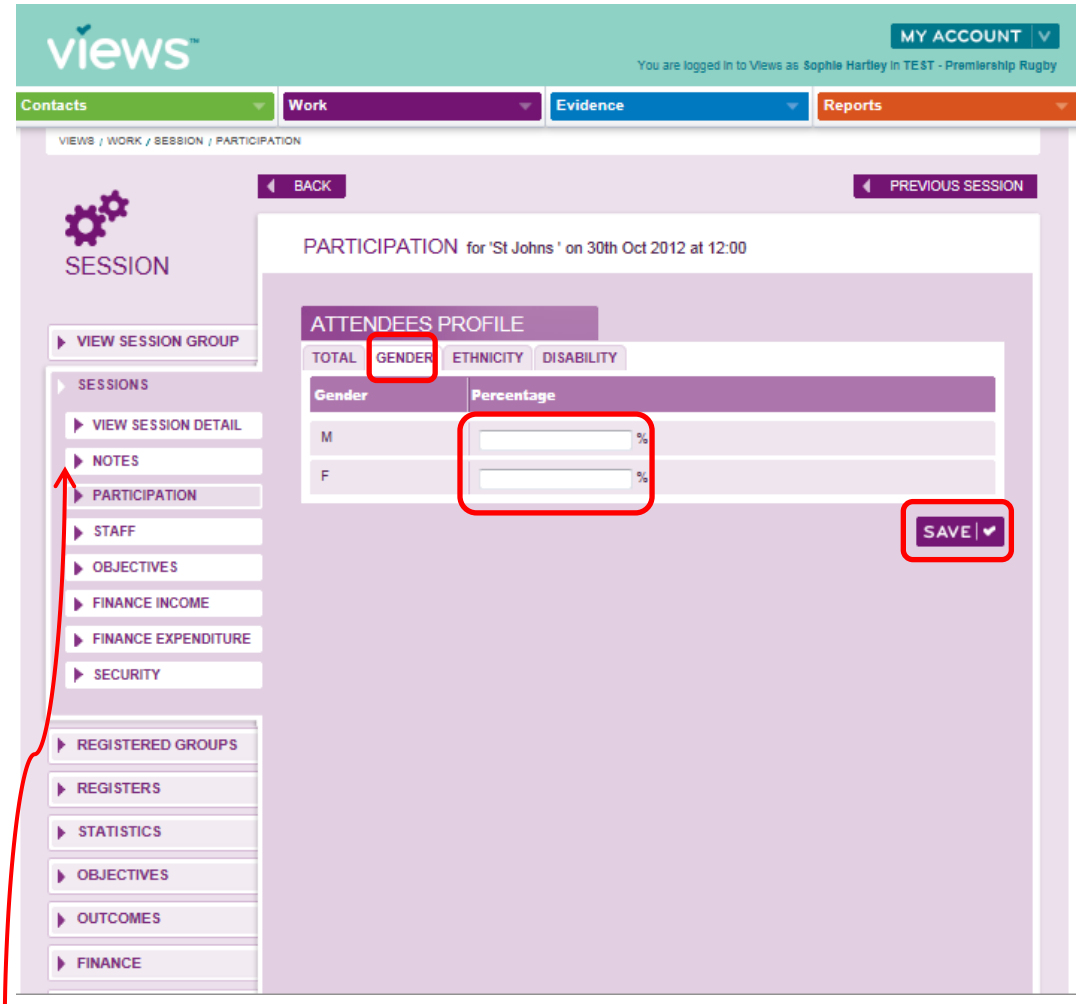
16. Click on the relvent date of the sesison you have completed



17. You will be taken to this page
You then need to add in the total number of Attendees



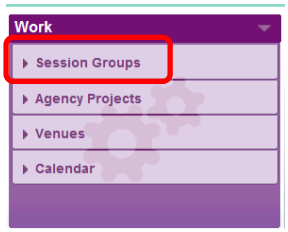
18.Then click on Gender split and add information and repeat for Ethniciy and Disablity then Save. You have then completed the data entry!



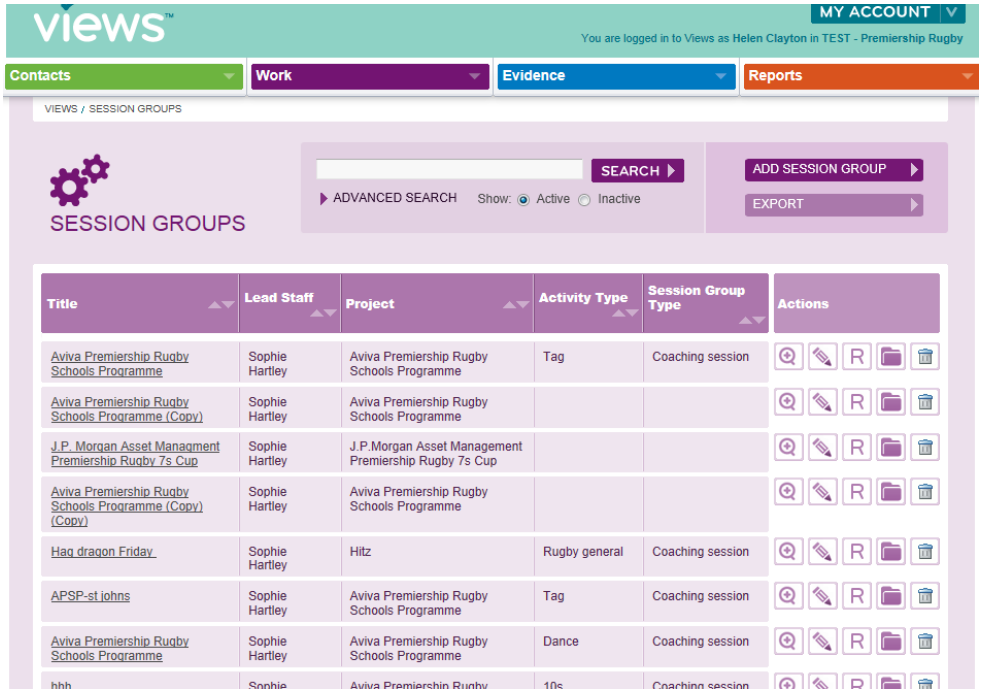
If you would like to add a note to the session i.e. Player name if you have done a player visit or a participant was particularly good

SECTION B – ADDING A SESSION GROUP

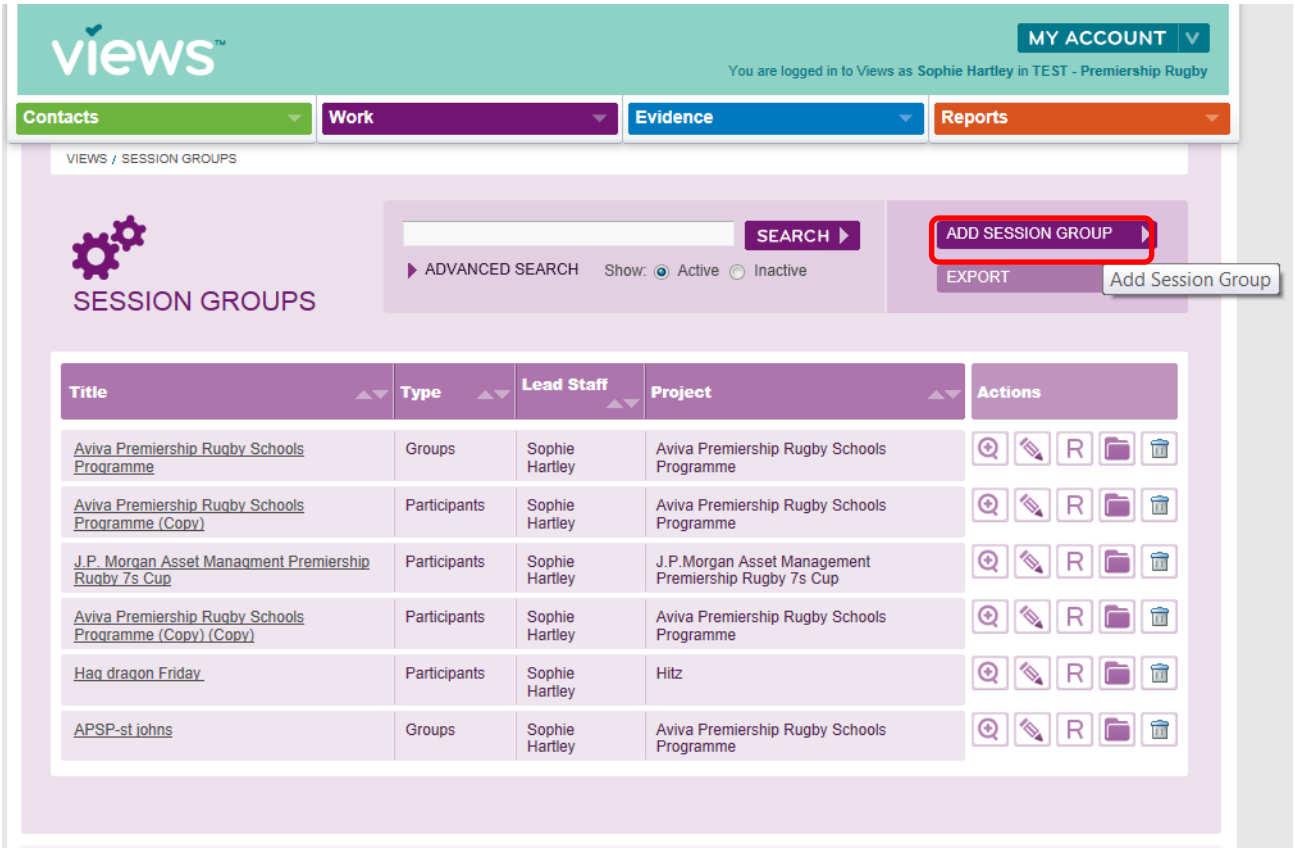
1. Hover over the contacts menu and click session groups



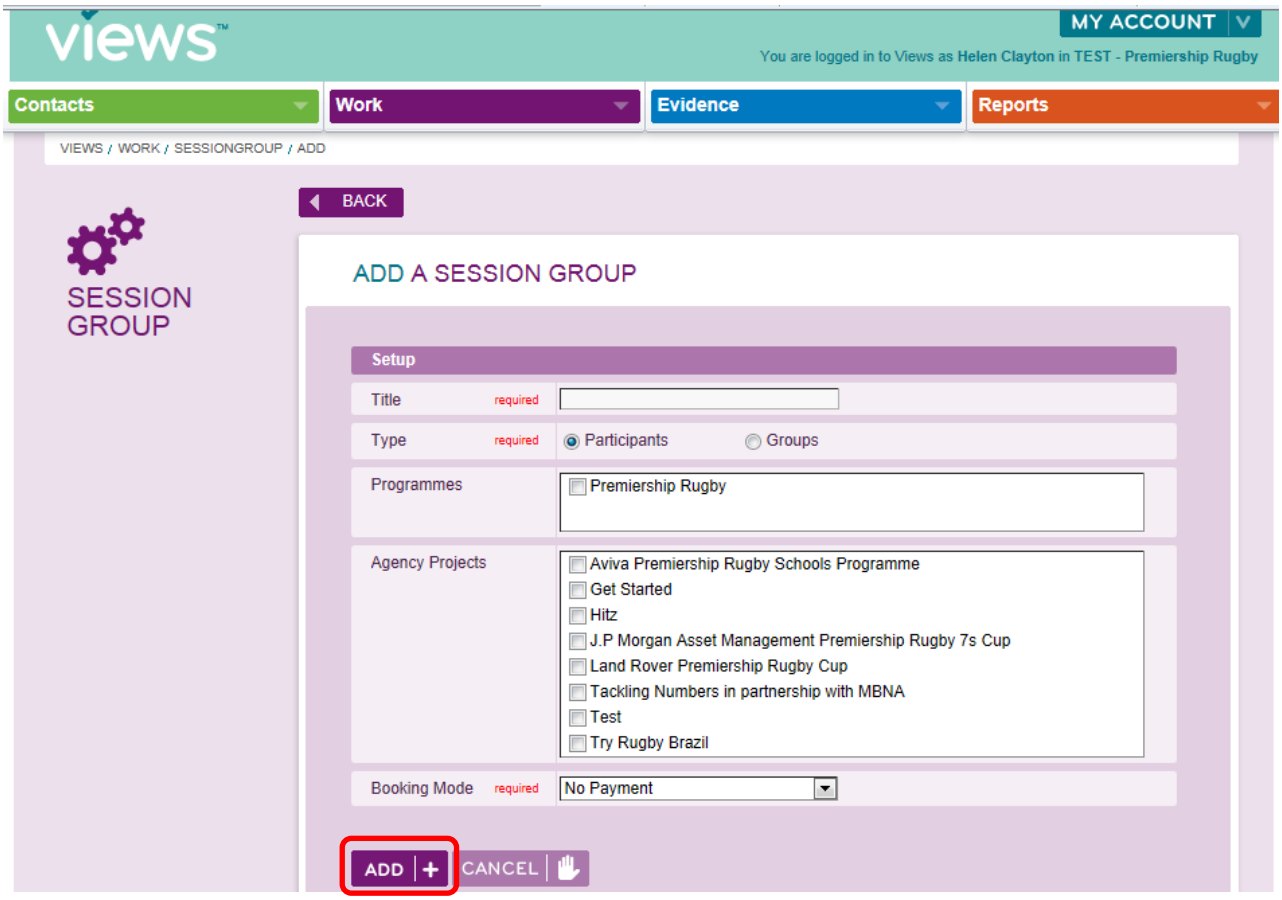
2. This screen will appear



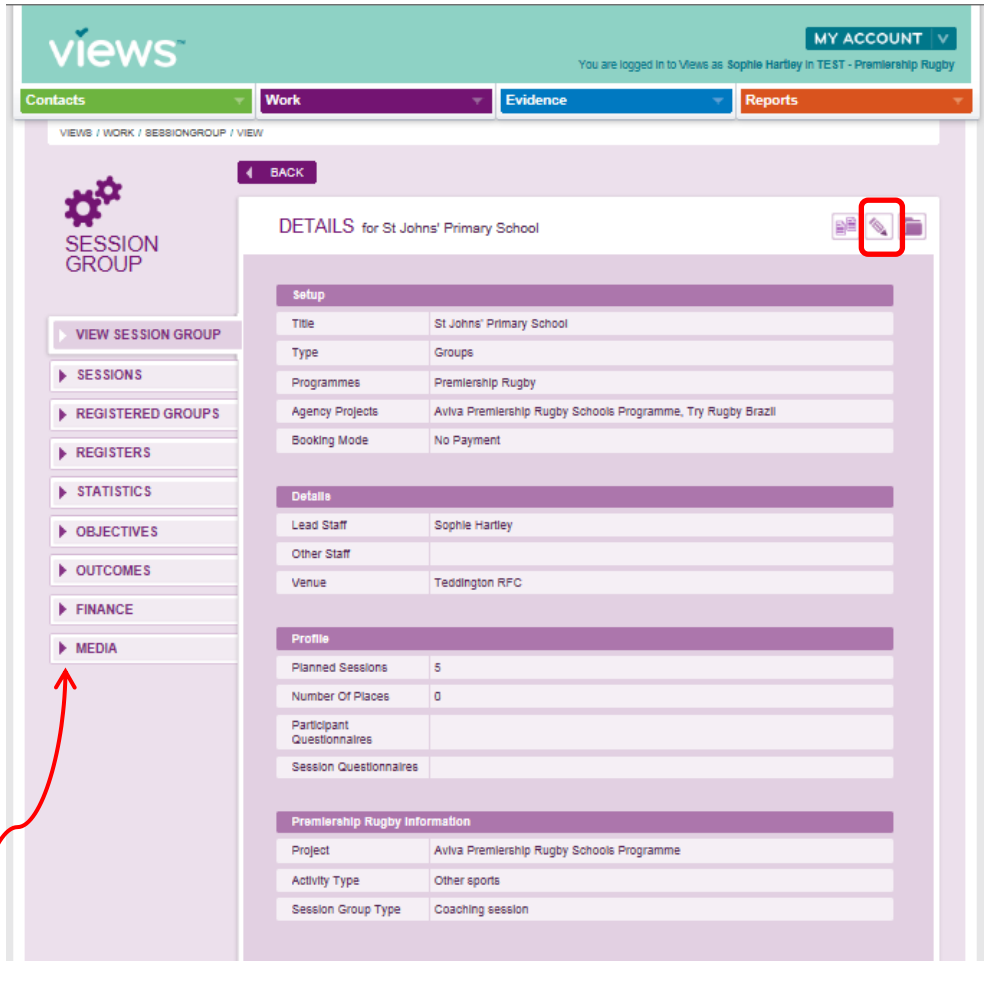
3. Please click on add session group



4. Please fill out all the sections below;
5. Fill out all sections – for Title complete the programme name and the venue eg. Queens Park Wedneday Night- Hitz- Queens Park
6. Click particpants in Type and the revelent agency project
7. Premiership Rugby box needs to be ticked
8. Click Add +



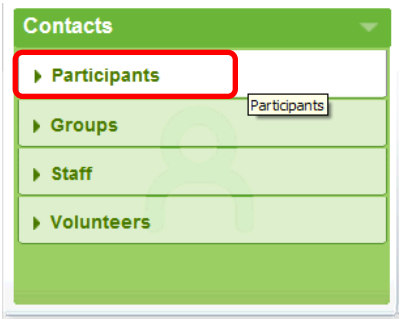
9. Once clicked add please check all details are correct and click on session groups, if not correct click on the pencil symbol to change



Please note you can add media files, pictures, press releases, film etc. via the media section associated to this session

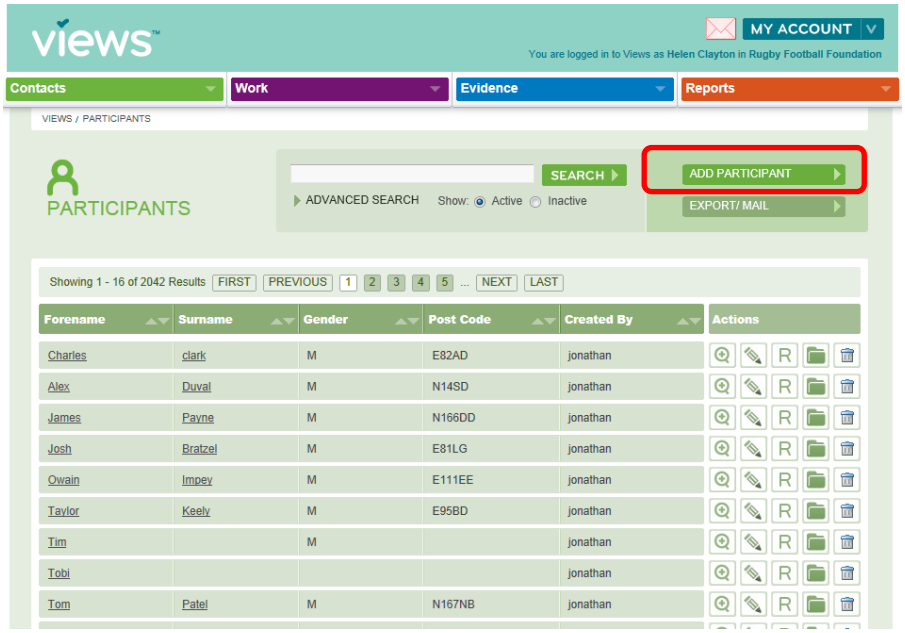
ADDING A SESSION DETAILS OF A NEW PARTICIPANT

1. Hover over the contacts menu and click participants.

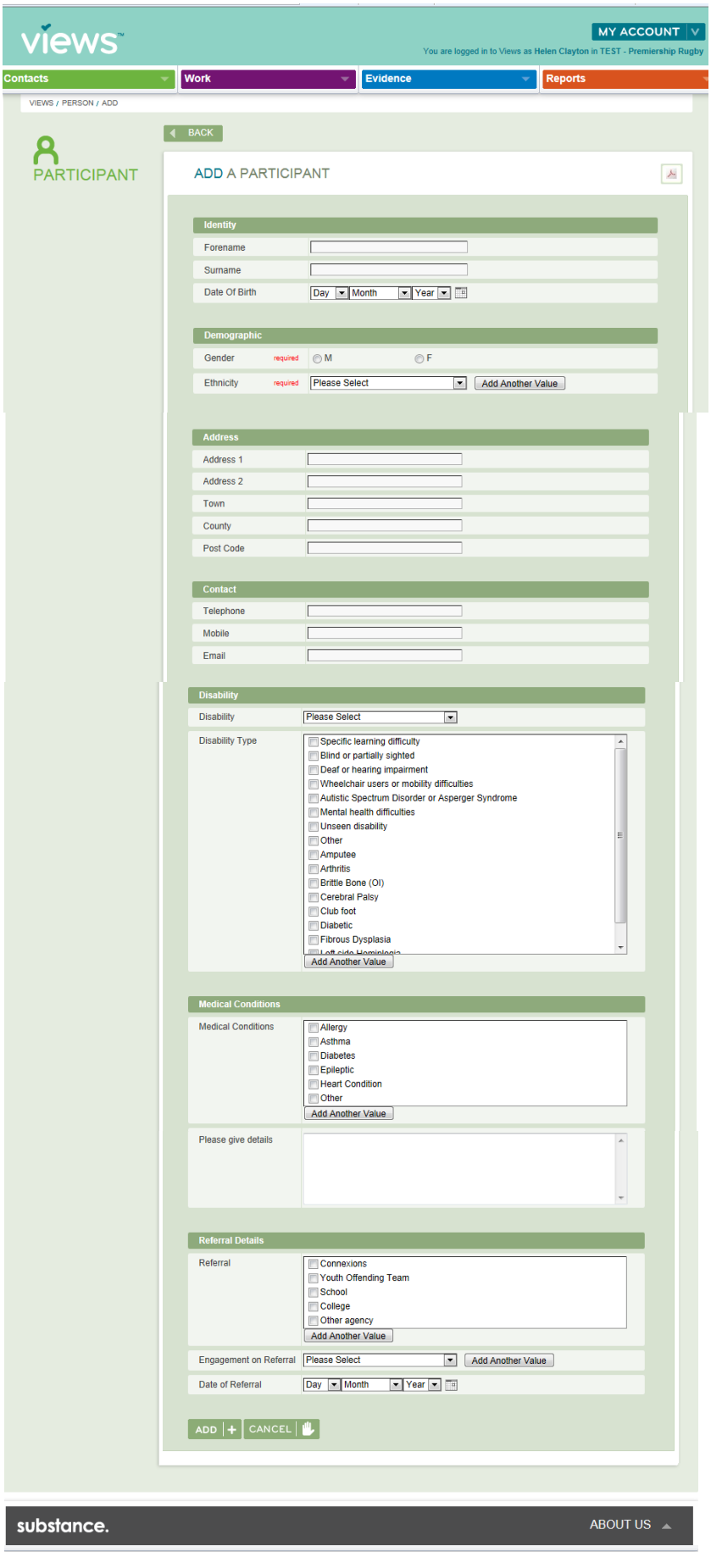


2. This screen will appear:-

Click on the 'add participant' button:


views
MY ACCOUNT
You are logged in to Views as Helen Clayton in Rugby Football Foundation
Contacts
Work
Evidence
Reports
VIEWS / PARTICIPANTS
PARTICIPANTS
SEARCH
ADVANCED SEARCH
Show: Active Inactive
ADD PARTICIPANT
EXPORT/ MAIL
Showing 1 - 16 of 2042 Results FIRST PREVIOUS 1 2 3 4 5 ... NEXT LAST
Forename Surname Gender Post Code Created By Actions
Charles clark M E82AD jonathan
Alex Duval M N14SD jonathan
James Payne M N166DD jonathan
Josh Bratzel M E81LG jonathan
Owain Impey M E111EE jonathan
Taylor Keely M E95BD jonathan
Tim M jonathan
Tobi jonathan
Tom Patel M N167NB jonathan

3. You will then see this screen:

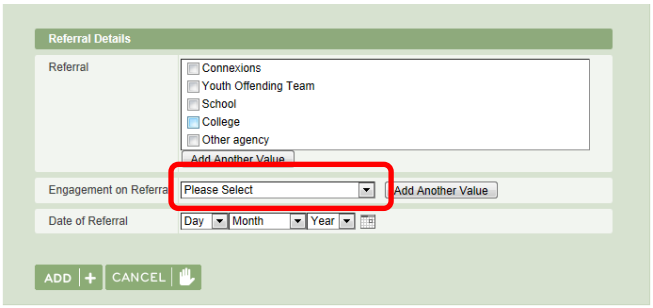


4. Complete all of the details for the new participants (these should be taken from the registration form the participant has completed in the session).

For HITZ engagement on referral should always be entered as 'engagement'

4. Complete all of the details for the new participants (these should be taken from the registration form the participant has completed in the session).

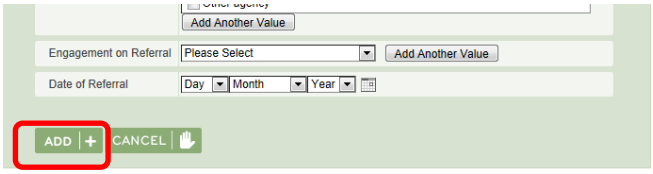
For HITZ engagement on referral should always be entered as 'engagement'



5. Ensure all details are accurate and every field that has 'required' written next to it is completed, the more information you put in the easier it makes it for tracking and working with the individuals.

6. If details are missing on the form, please ensure that in future sessions the information is secured.

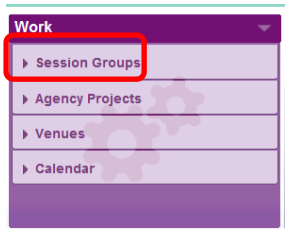
7. Click add at the bottom of the page. The person will then become live in the system with all of their details stored.



8. The next step is to create sessions

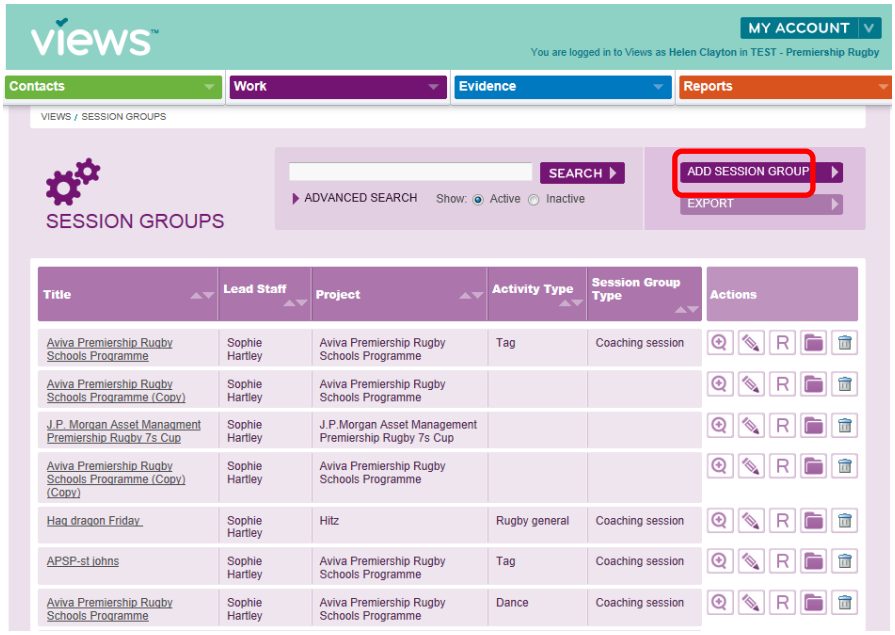
REGISTERING A PARTICIPANT INTO A SESSION GROUP (SO THEY APPEAR ON ATTENDANCE REGISTERS)

1. Hover over the work section and click on session groups



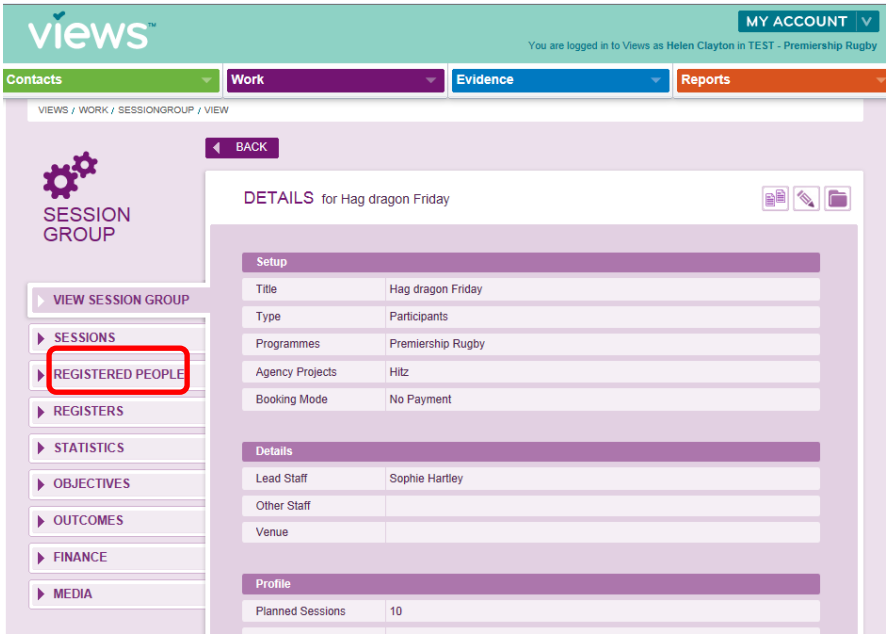
The following screen will appear

2. Search the name of the session group you want to view – you should have already completed this in previous section. (if it is not there you will need to create a session group – see above)

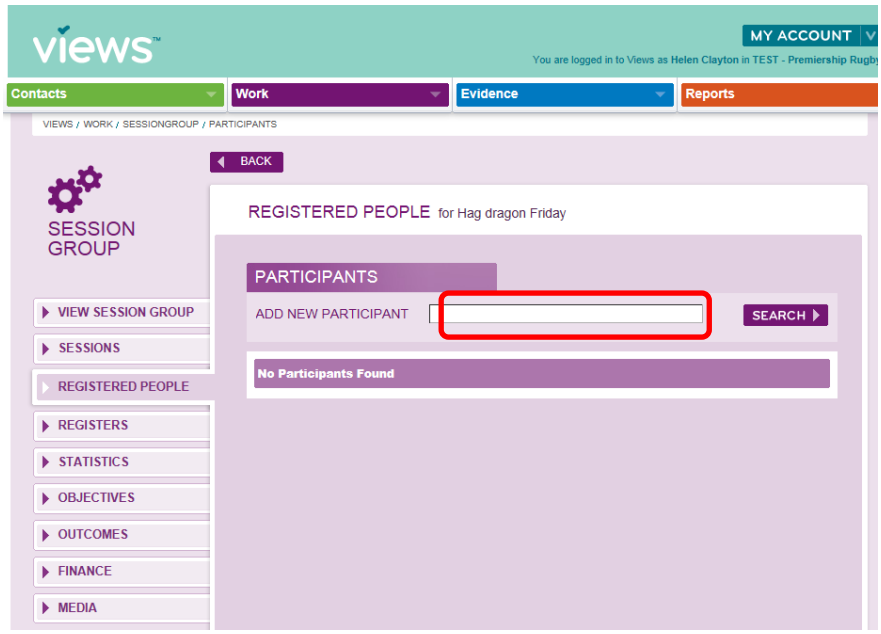


Click the name of the group in the search results

3. The following screen will appear. Click on registered people tab in the left hand menu.



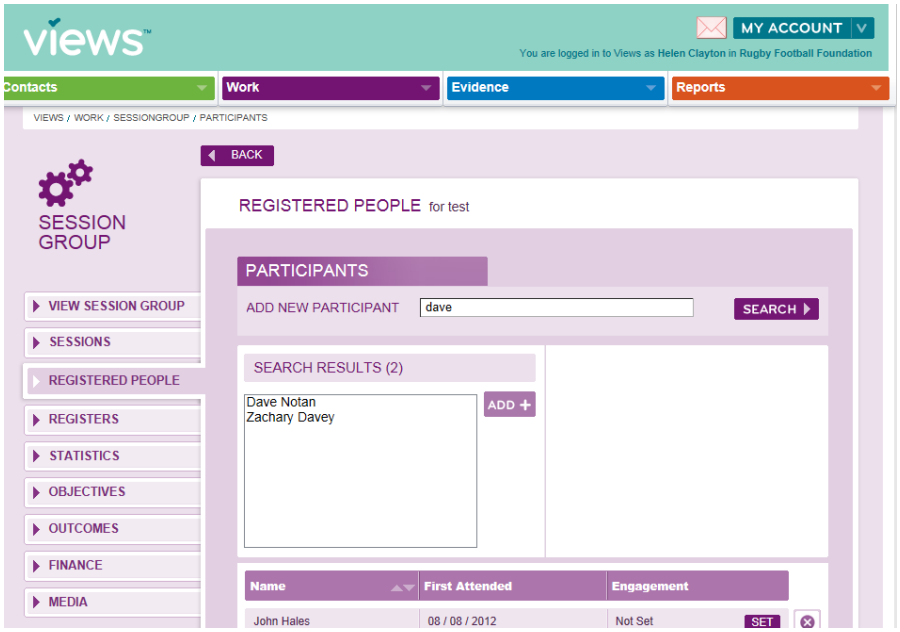
The following screen will appear



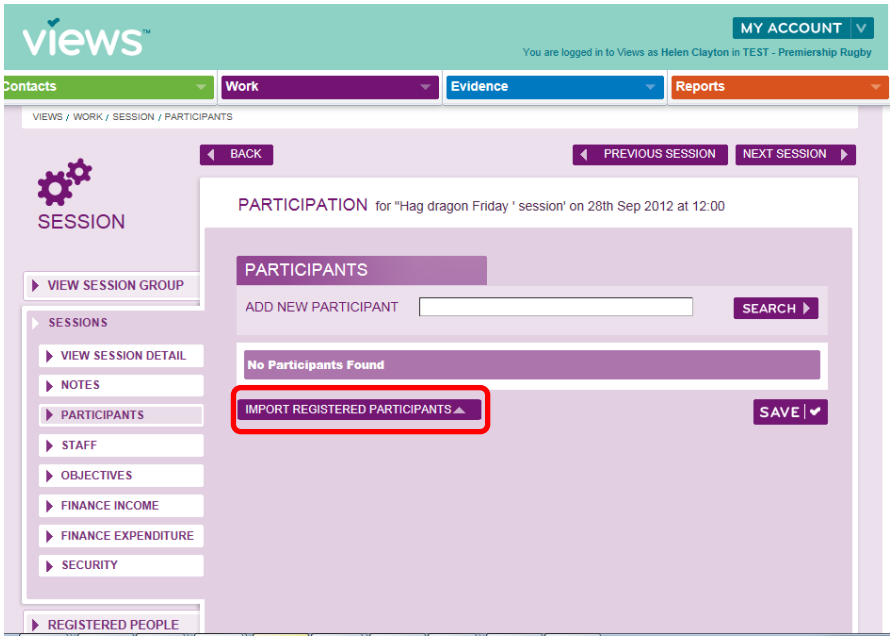
4. Search the name of the participant using the 'add new participant' search tool

The following screen will appear

5. You will see a list of possible results. Select the correct person and click add.

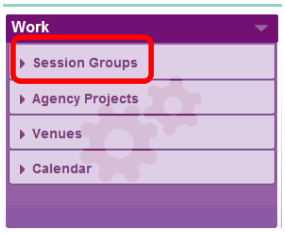


6. Once you have completed these steps and the new person has been registered into their session group, they will then appear on the weekly register. To carry this information through to each of the weekly sessions click on 'import registered participants'.



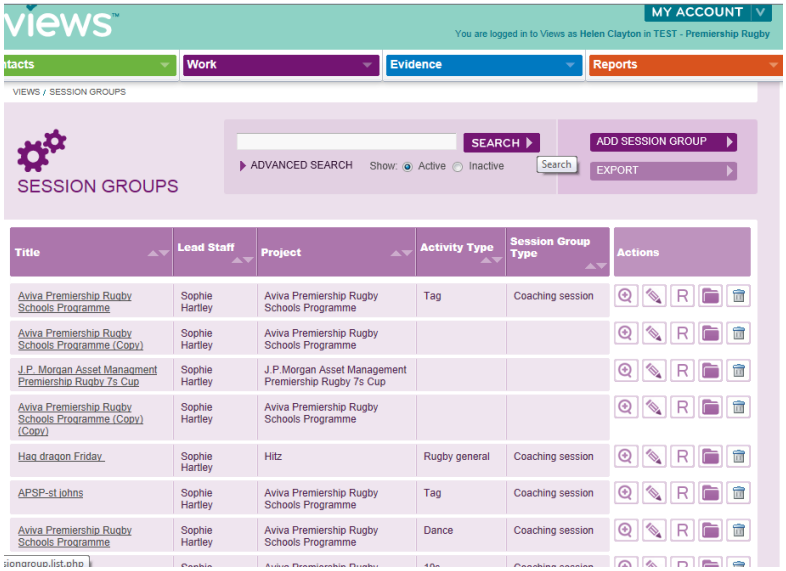
CREATING SESSIONS (ACTIVITY SESSIONS)

1. Hover over the work section and click on session groups



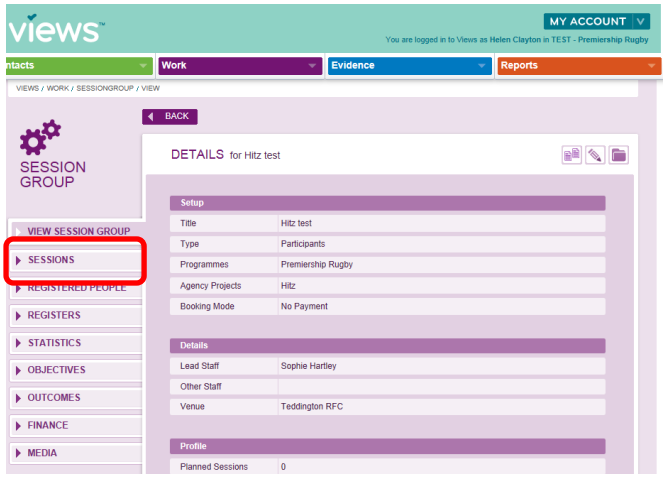
The following screen will appear;

2. Search the name of the session group you want to view – you should have already completed this in previous section. (if it is not there you will need to create a session group – see above)

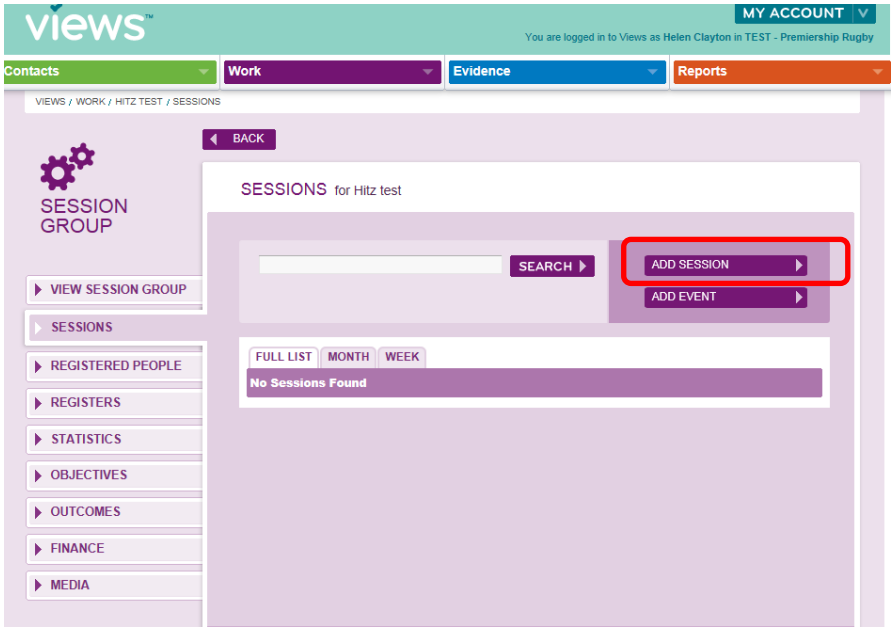


The following screen will appear;

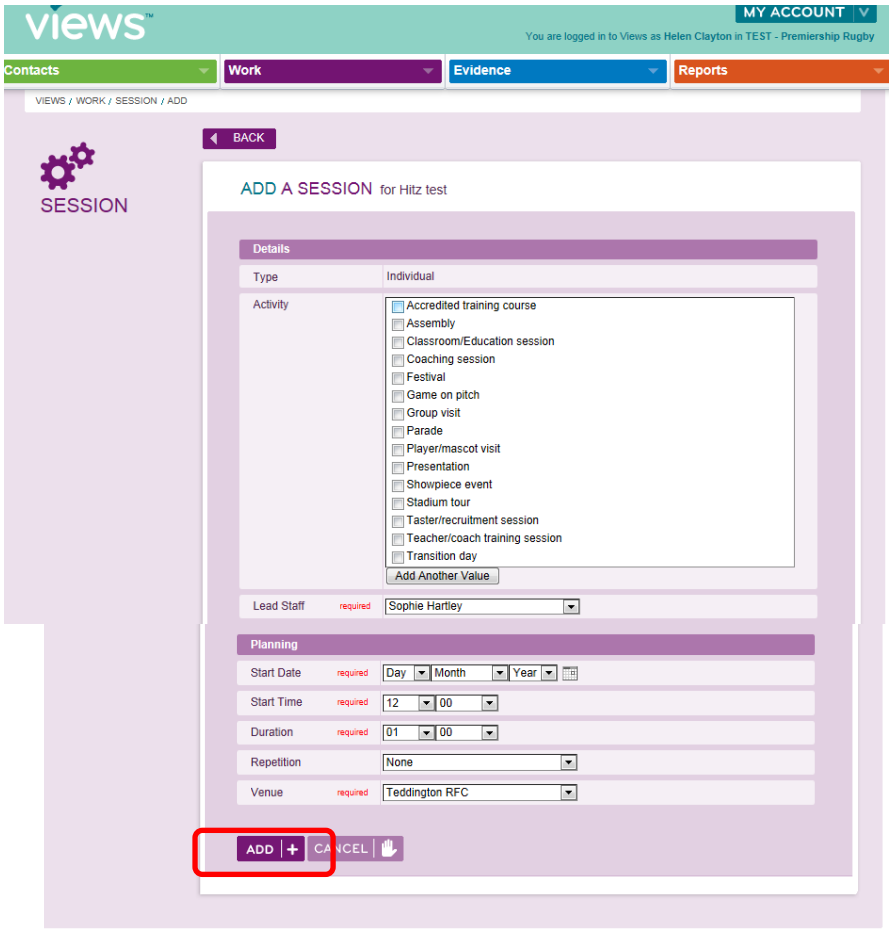
3. Click on sessions



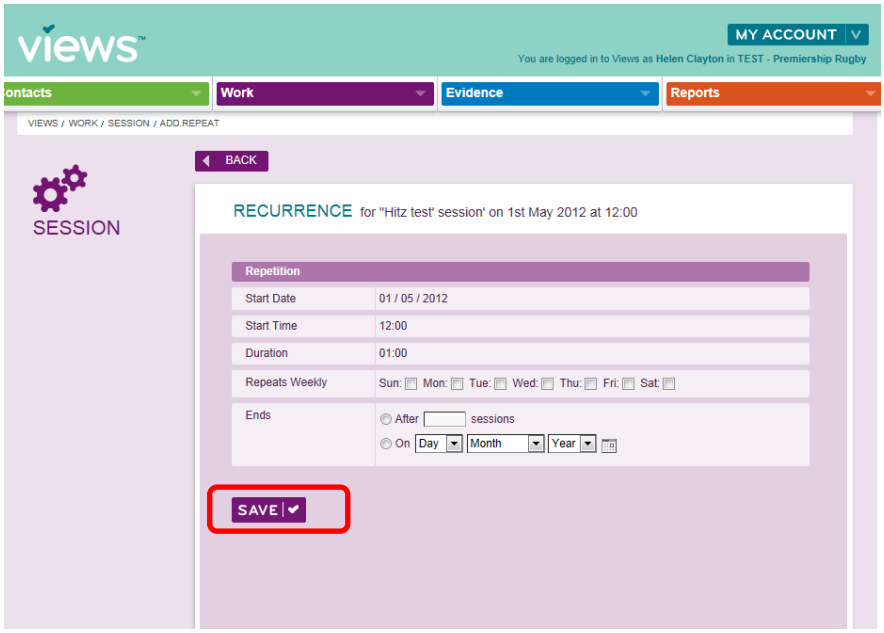
The following screen will appear;
Click on Add session



The following screen will appear;
Complete details this will allow you to state it is a weekly or monthly session
Click Add

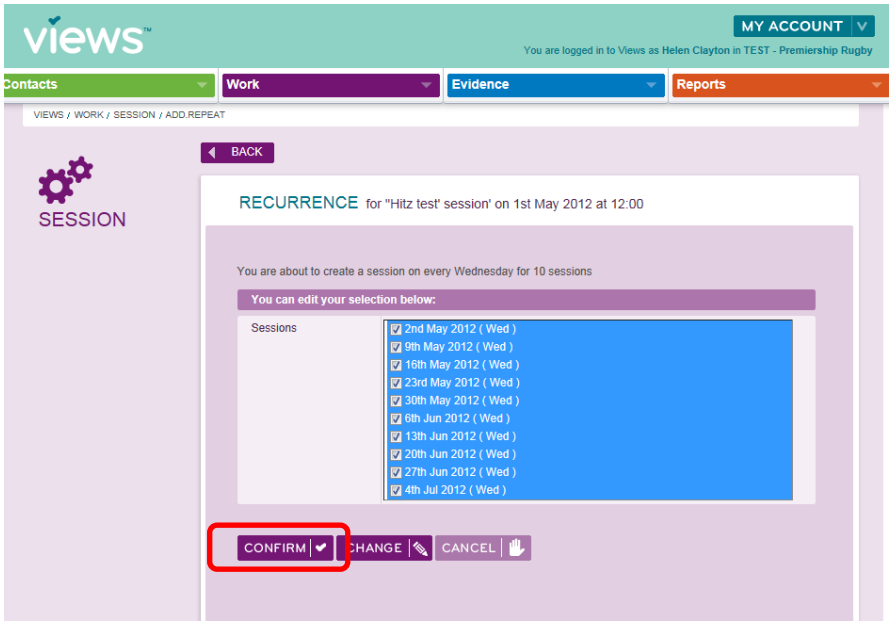


The following screen will appear
This will allow you to set the frequency of the sessions by either a defined number or until the end of date.



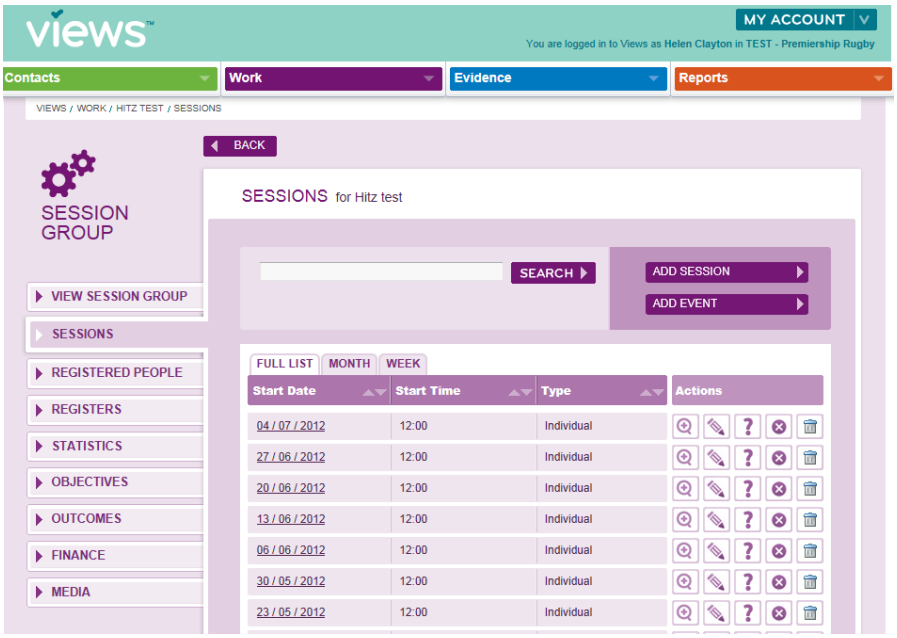
Click Save

The following screen will appear


views
MY ACCOUNT
You are logged in to Views as Helen Clayton in TEST - Premiership Rugby
Work
Evidence
Reports
VIEWS / WORK / SESSION / ADD.REPEAT
BACK
SESSION
RECURRENCE for "Hitz test' session' on 1st May 2012 at 12:00
You are about to create a session on every Wednesday for 10 sessions
You can edit your selection below:
Sessions
2nd May 2012 (Wed)
9th May 2012 (Wed)
16th May 2012 (Wed)
23rd May 2012 (Wed)
30th May 2012 (Wed)
6th Jun 2012 (Wed)
13th Jun 2012 (Wed)
20th Jun 2012 (Wed)
27th Jun 2012 (Wed)
4th Jul 2012 (Wed)
CONFIRM
CANCEL

Check all dates and click Confirm

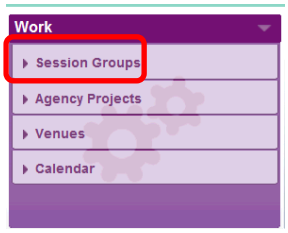
The following screen will appear



This is all the activity sessions for that session group

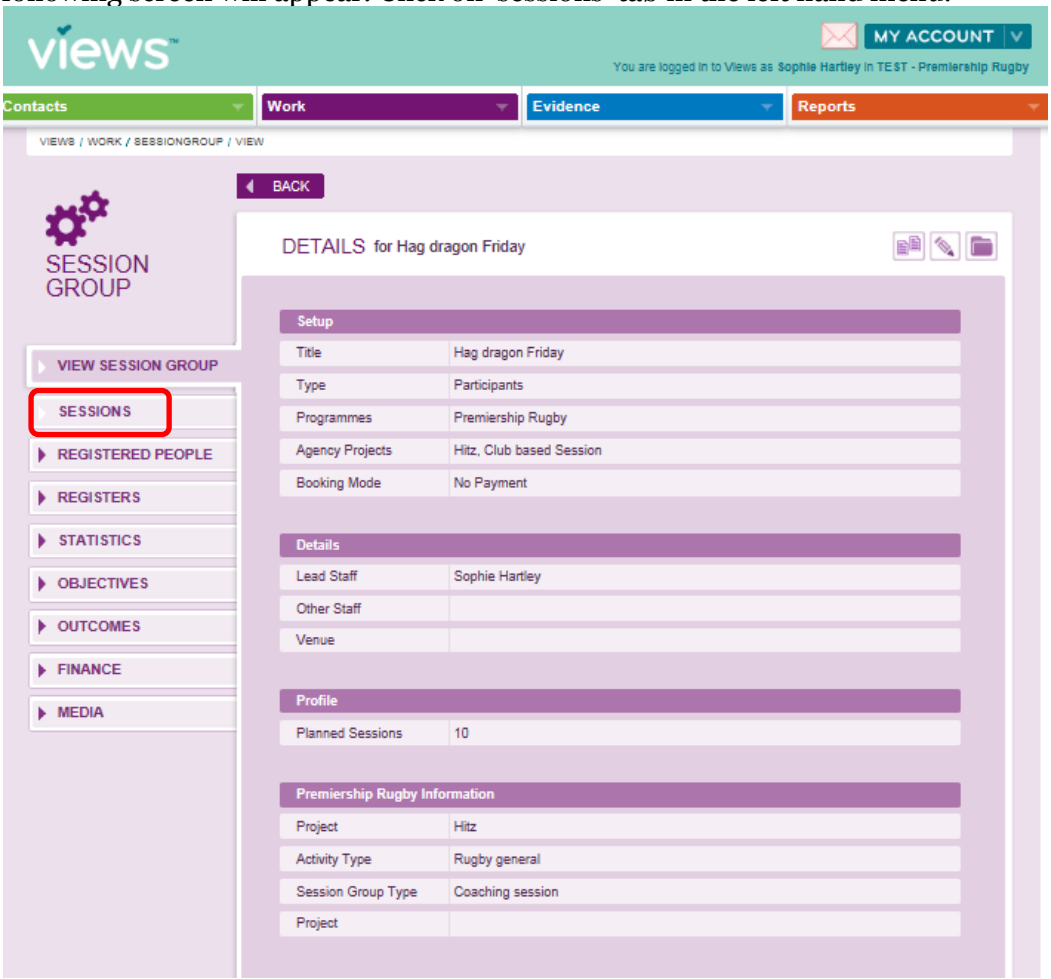
HOW TO UPDATE WEEKLY ATTENDANCE REGISTERS

1. Hover over the work section and click on session groups



2. The following screen will appear
   Search the name of the session group you want to view
   Click the name of the group in the search results

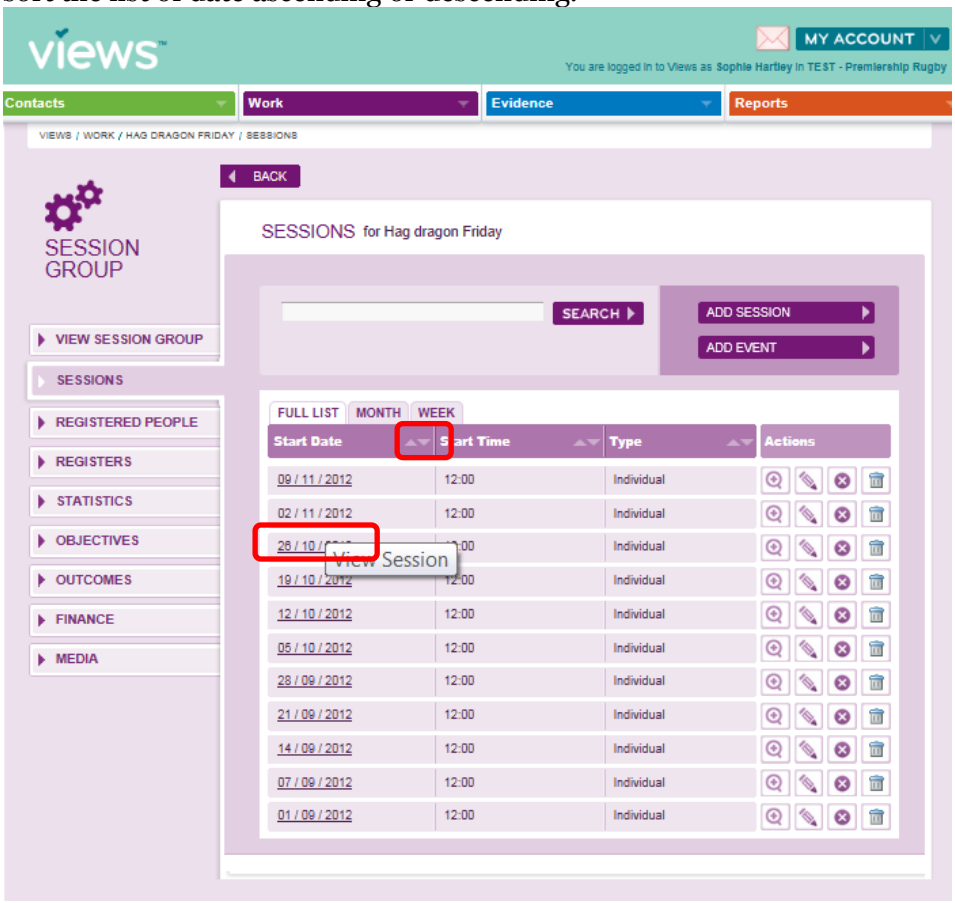
3. The following screen will appear. Click on 'sessions' tab in the left hand menu.



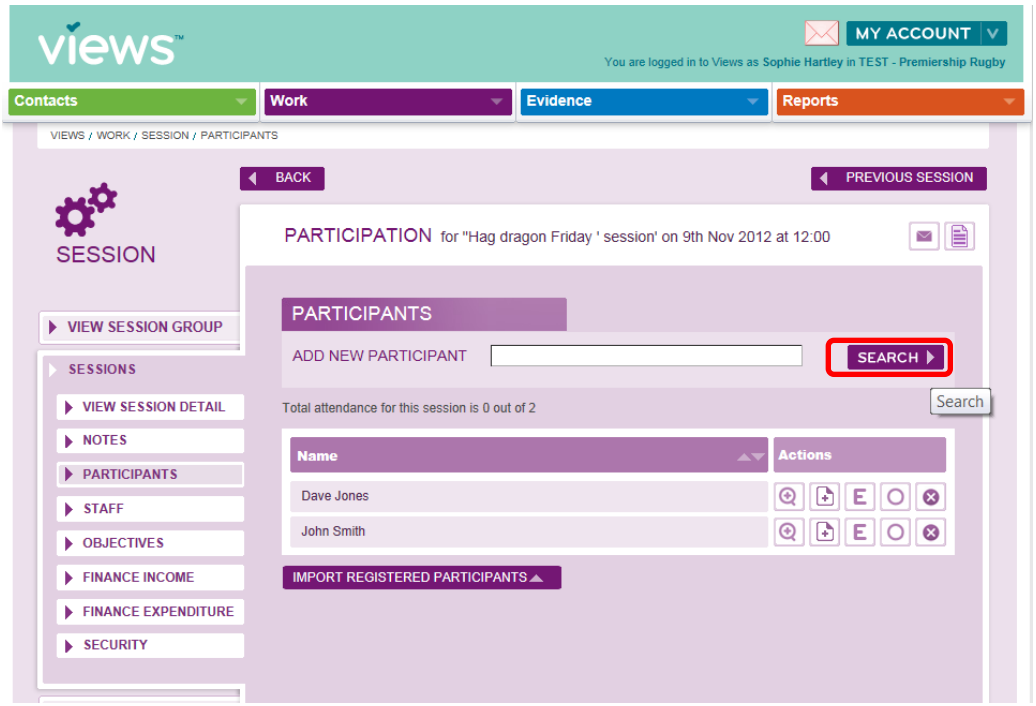
4. The following screen then appears

You will see a list of dates that relate to when your sessions are held
Click the date you want to view

Please note that if you click the up and down arrows next to the start date heading you can sort the list of date ascending or descending.



5. Once you have clicked a date, the following screen appears. It pulls down the list of participants that you have added to the 'registered people' section. If not all participants are showing in the list you will need to refresh it. You do this by scrolling to the button of the page and clicking a button called 'import registered participants'.

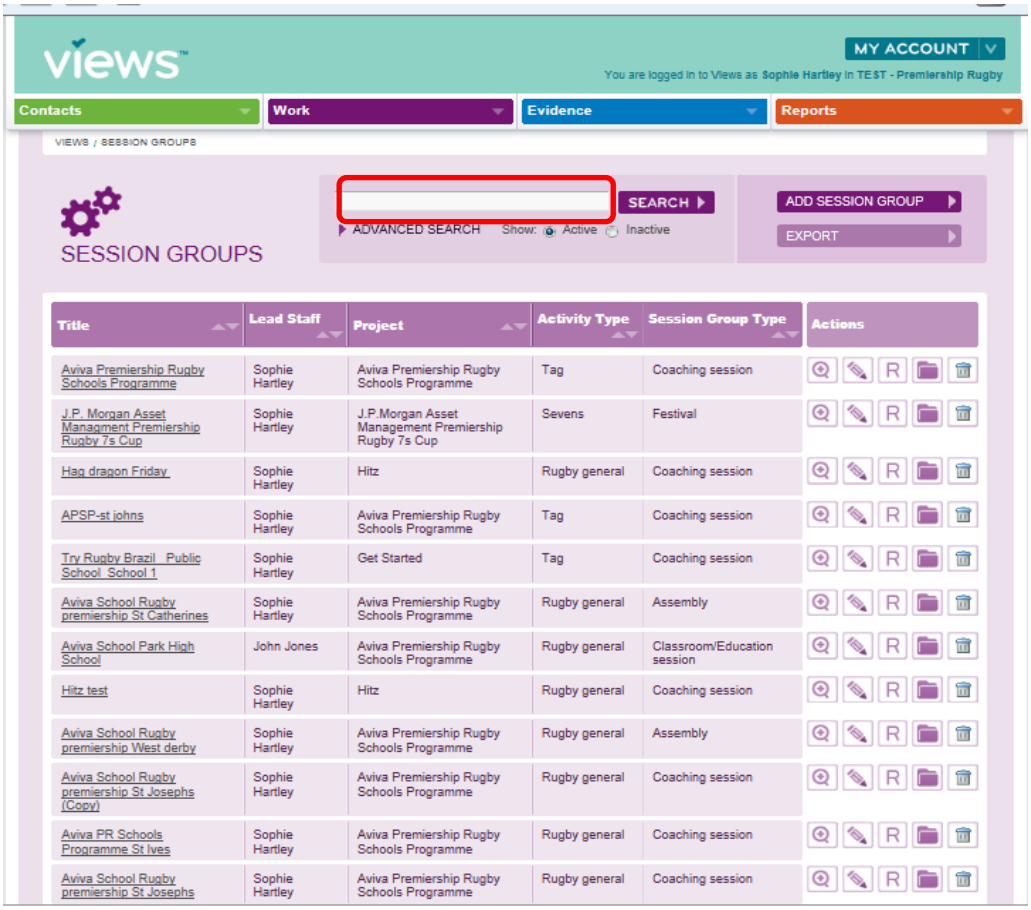


6. Once all participants are visible in the list simple tick all of those that attended on the specific date and click save.

7. Repeat the same process for each session you wish to update.

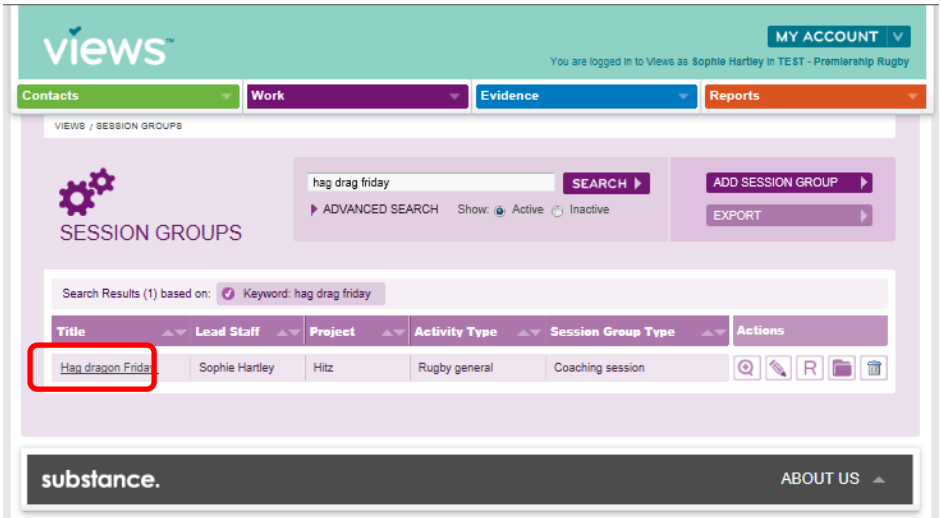
HOW TO DOWNLOAD HARD COPY REGISTERS FOR YOU CLASSES

1. Hover over the work section and click on session groups
2. The following screen will appear

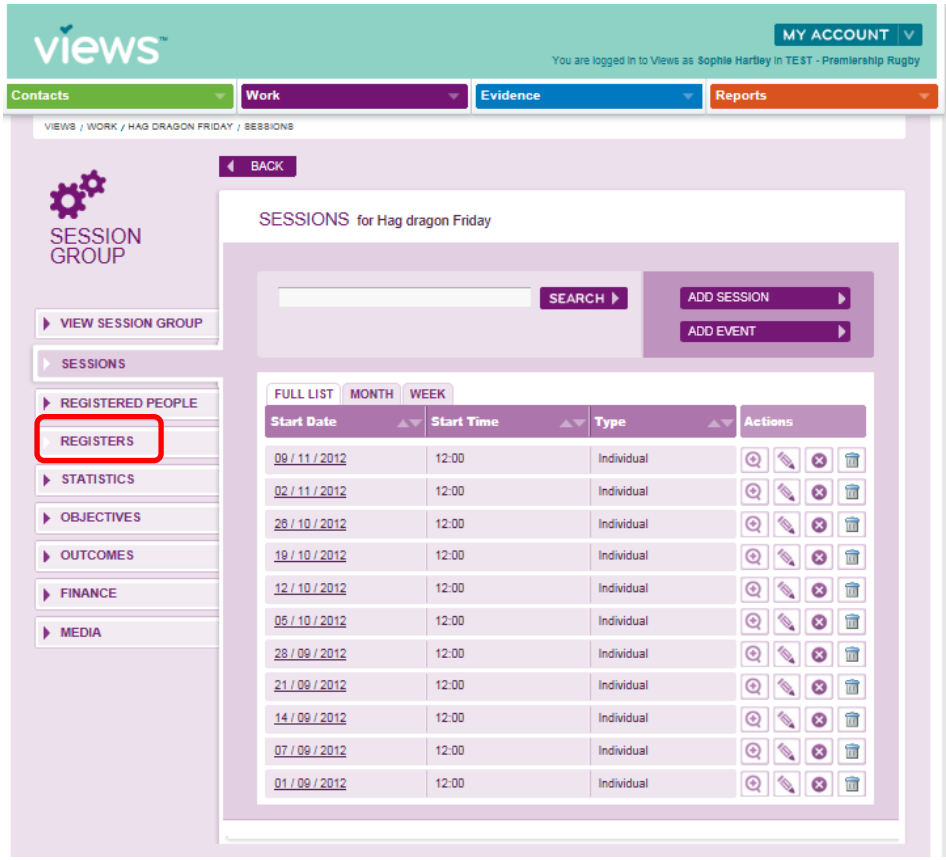


Search the name of the session group you want to view
Click the name of the group in the search results

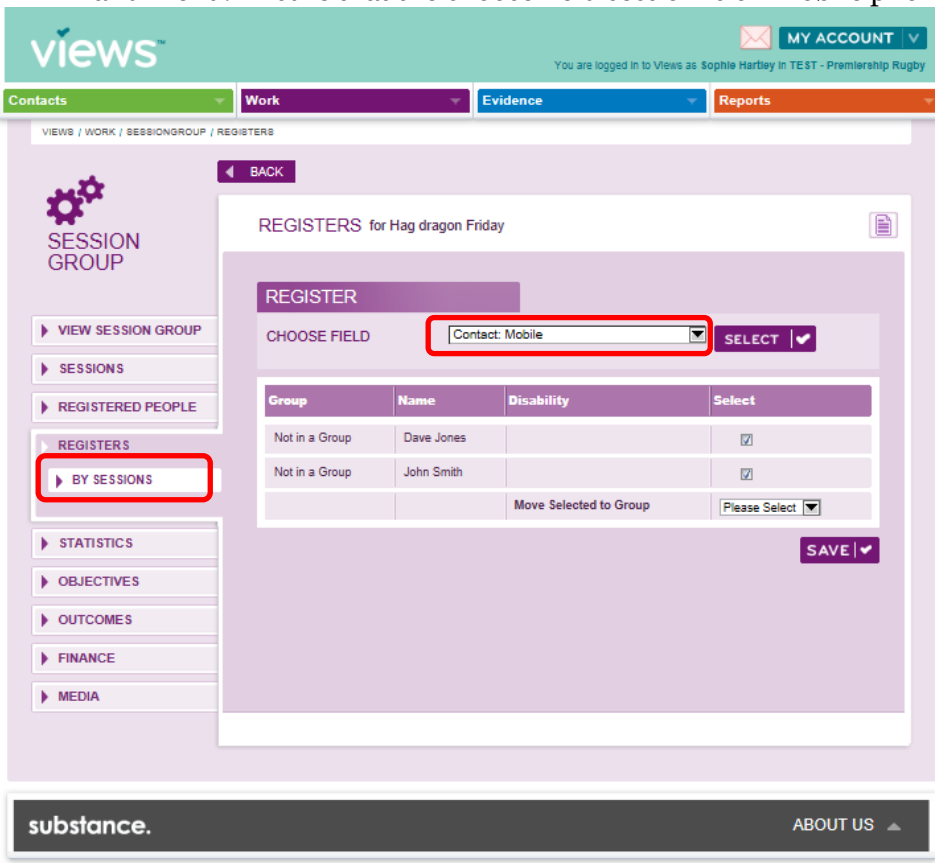
5. The following screen will appear
6. Click on the session



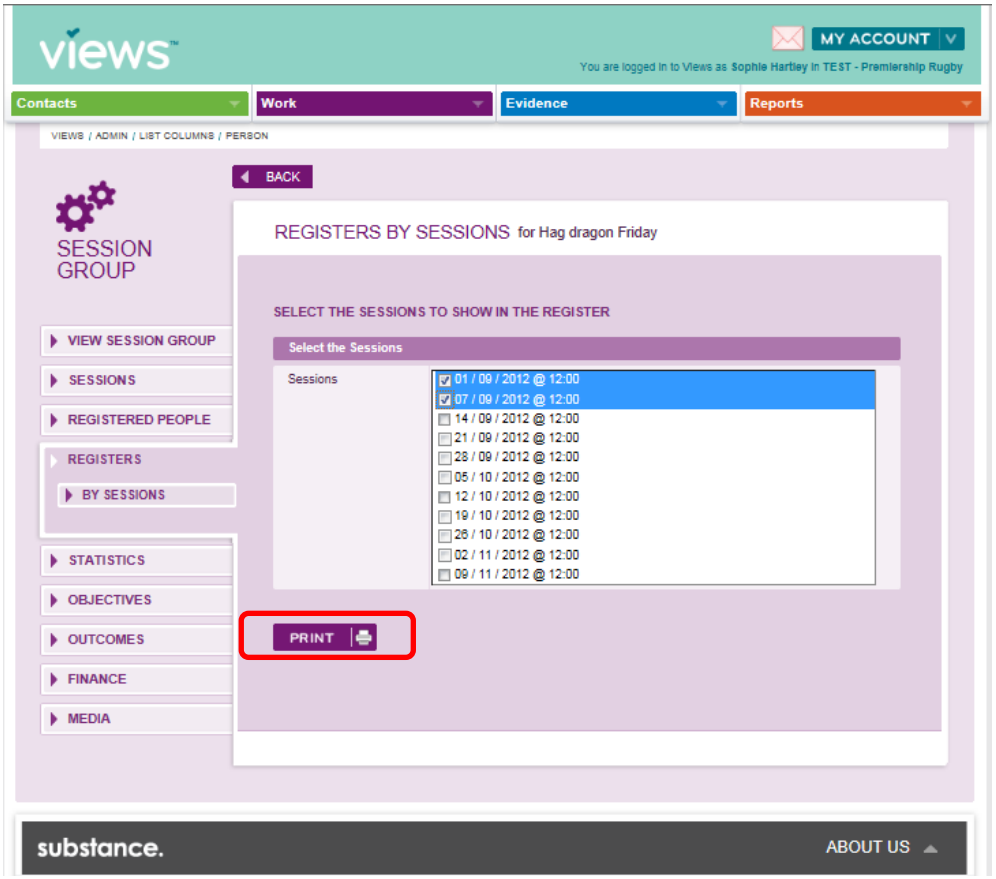
6. The following screen will appear
7. Click on ‘registers’ tab in the left hand menu.



8. A list of all registered participants will appear along with their phone numbers. To download a PDF copy of weekly attendances. Click the ‘by session’ button on the left hand menu. Ensure that the choose field section is on mobile phone



9. Select the dates you wish to view from the list available and click print.



10. A PDF file will then download and will look like the image below

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views™ Registration for Hag dragon Friday
http://app.views.coop

Registration for Hag dragon Friday

Lead Staff: Sophie Hartley

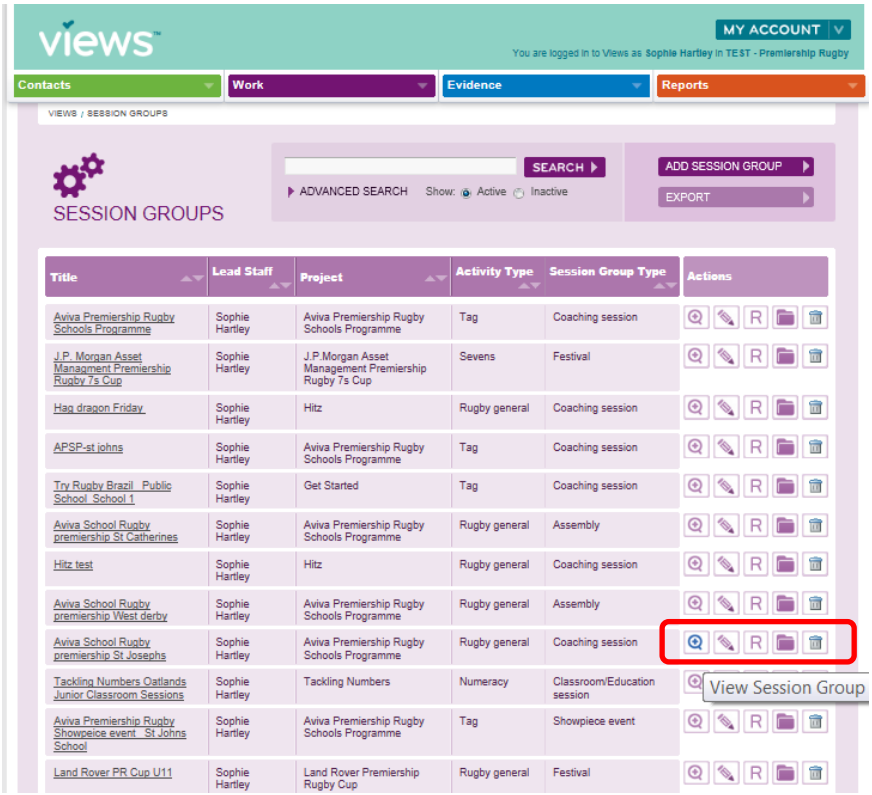
Showing 2 Registered

Not in a Group

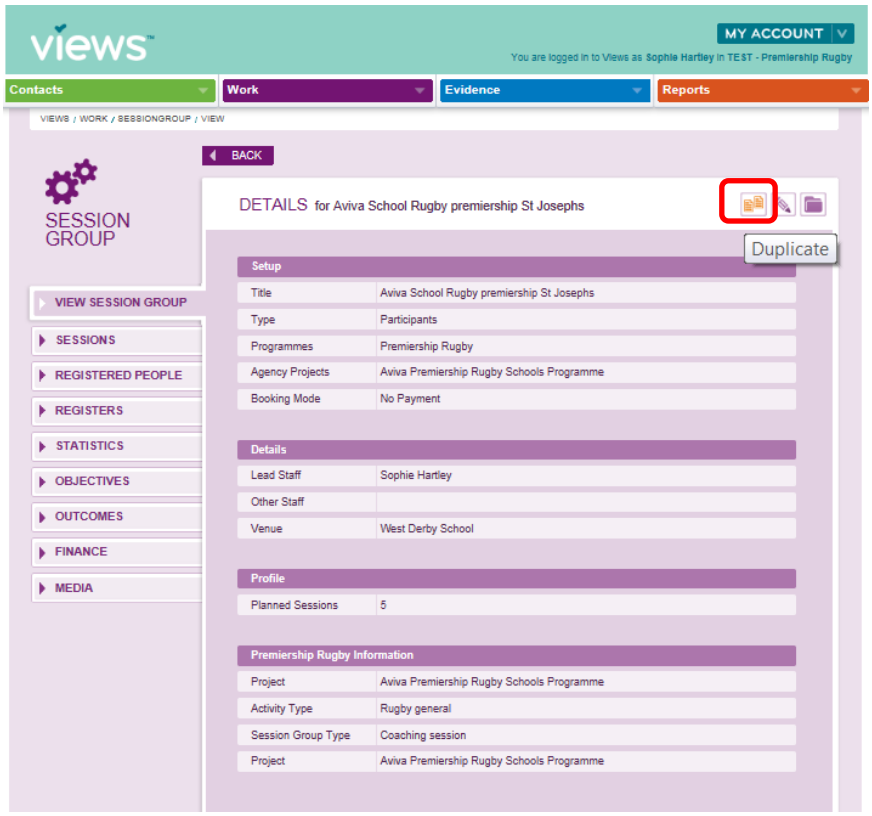
Name	01 / 09 / 2012 @ 12:00	07 / 09 / 2012 @ 12:00
John Smith		
Dave Jones		

TIME SAVING!

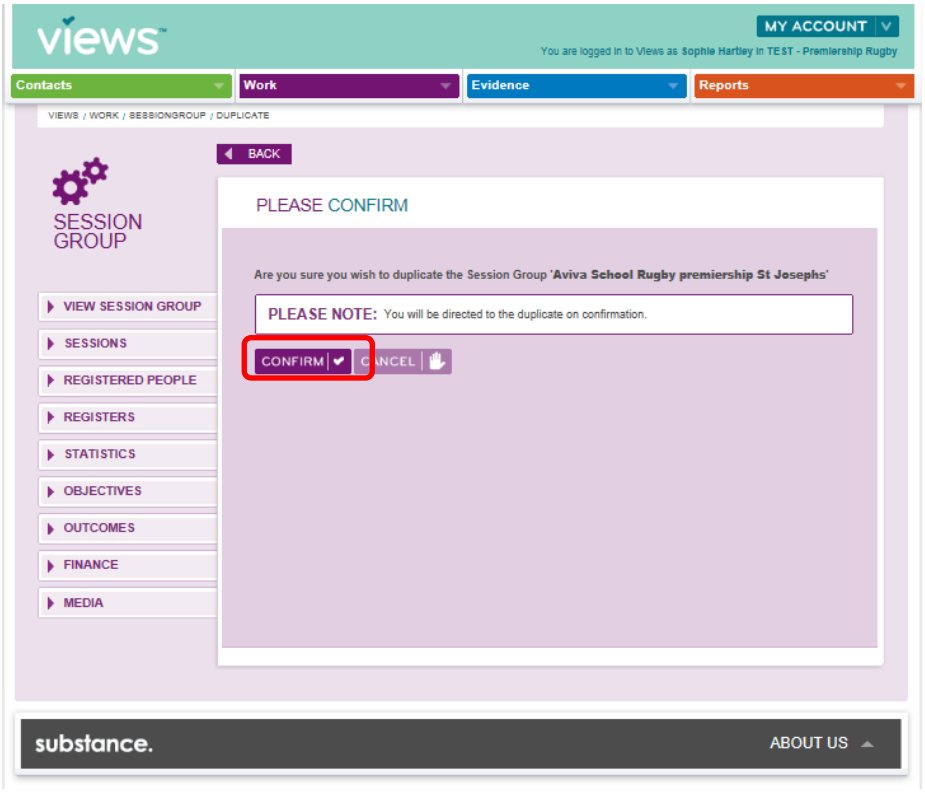
19. To save time you can duplicate the session group and edit the relevent information
20. Click on view session on the session group you would like to dublicate



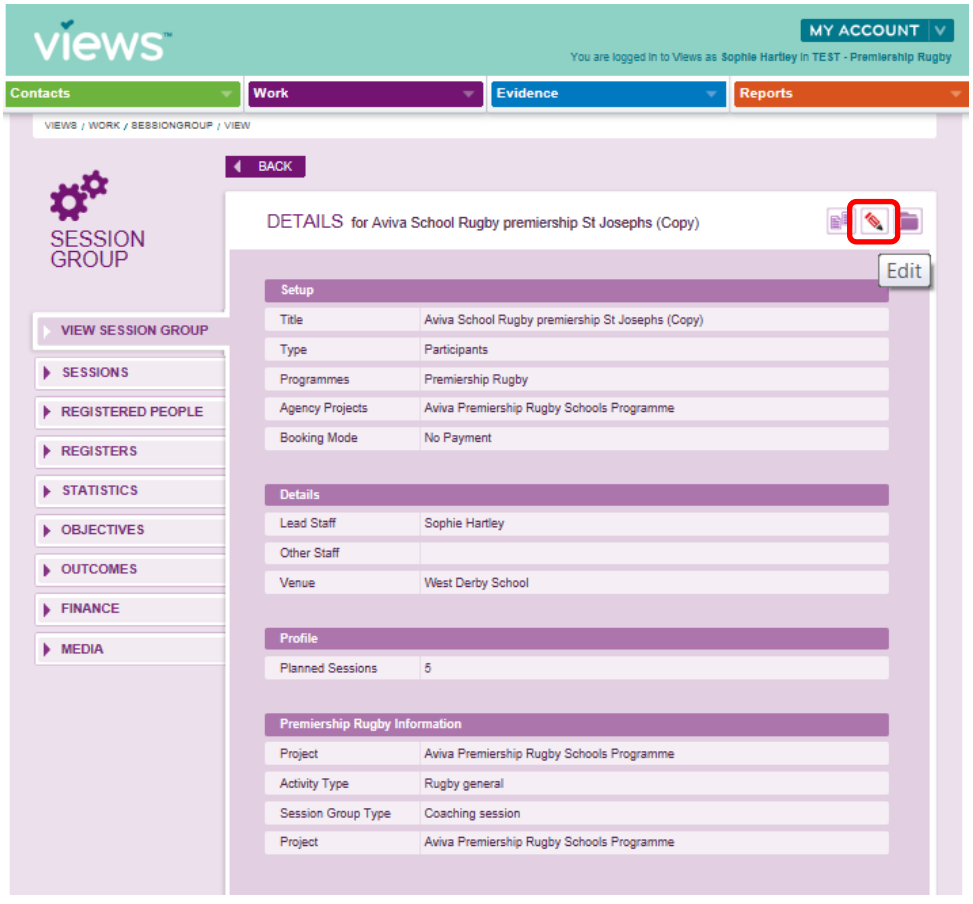
21. Click on Duplicate



22. Click confirm



23. You will then come to the below screen, please click on edit



24. Edit Name, venue and other relevant information and click Update

25. It will then be added into the rest of your sessions groups in your work area